

City Council

Agenda

Tuesday, May 15, 2018
City Hall, Council Chambers
749 Main Street

REGULAR MEETING
7:00 PM

*Note: The time frames assigned to agenda items are estimates for guidance only.
Agenda items may be heard earlier or later than the listed time slot.*

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**
Council requests that public comments be limited to 3 minutes. When several people wish to speak on the same position on a given item, Council requests they select a spokesperson to state that position.
5. **CONSENT AGENDA**
The following items on the City Council Agenda are considered routine by the City Manager and shall be approved, adopted, accepted, etc., by motion of the City Council and roll call vote unless the Mayor or a City Council person specifically requests that such item be considered under "Regular Business." In such an event the item shall be removed from the "Consent Agenda" and Council action taken separately on said item in the order appearing on the Agenda. Those items so approved under the heading "Consent Agenda" will appear in the Council Minutes in their proper order.
 - A. Approval of Bills
 - B. Approval of Minutes: May 1, 2018; May 8, 2018
 - C. Approval of June 12 as a Special Meeting
 - D. Approval of Gun Violence Awareness Proclamation
 - E. Approval of First Amendment to an Intergovernmental Agreement with Boulder County for Replacement of Video Camera
6. **COUNCIL INFORMATIONAL COMMENTS ON PERTINENT ITEMS NOT ON THE AGENDA** (Council general comments are scheduled at the end of the Agenda.)
7. **CITY MANAGER'S REPORT**

Citizen Information

If you wish to speak at the City Council meeting, please fill out a sign-up card and present it to the City Clerk.

Persons with disabilities planning to attend the meeting who need sign language interpretation, assisted listening systems, Braille, taped material, or special transportation, should contact the City Manager's Office at 303 335-4533. A forty-eight-hour notice is requested.

8. REGULAR BUSINESS

7:15 – 8:00 PM

A. DISCUSSION/DIRECTION – LOUISVILLE HISTORICAL MUSEUM FUNDING OPTIONS AND LOUISVILLE HISTORY FOUNDATION FEASIBILITY STUDY

- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Questions & Comments
- Action

8:00 – 8:30 PM

B. DISCUSSION/DIRECTION/ACTION – MCCASLIN AREA DEVELOPMENT STUDY REQUEST FOR PROPOSALS

- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Questions & Comments
- Action

8:30 – 9:00 PM

C. REGULATION OF DOOR-TO-DOOR SOLICITATION

1. RESOLUTION NO. 27, SERIES 2018 – A RESOLUTION AUTHORIZING THE TEMPORARY SUSPENSION OF ENFORCEMENT OF PARTS OF SECTION 5.06.020 OF THE LOUISVILLE MUNICIPAL CODE CONCERNING DOOR-TO-DOOR SOLICITATIONS

- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Questions & Comments
- Action

2. ORDINANCE NO. 1759, SERIES 2018 – AN ORDINANCE REPEALING AND REENACTING WITH AMENDMENTS CHAPTER 5.06 OF THE LOUISVILLE MUNICIPAL CODE REGARDING SOLICITORS AND VENDORS – 1st READING – SET PUBLIC HEARING 6/5/18

- City Attorney Introduction
- Action

9. CITY ATTORNEY'S REPORT

10. COUNCIL COMMENTS, COMMITTEE REPORTS, AND IDENTIFICATION OF FUTURE AGENDA ITEMS

11. ADJOURNMENT

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CASH ACCOUNT: 001000 101001		WARRANT: 050318	05/03/2018
VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14154	ALLSTREAM	MAY 18 PHONE CIRCUITS	938.46
14164	ALPINE BANK	#5300177601 SOLAR PANEL L	5,429.18
14164	ALPINE BANK	#5300089001 SOLAR PANEL L	3,986.70
14592	CEC SOLAR #1133 LLC	WELD 1 CEC SOLAR 1133 AB	4,777.18
7712	CREATIVE FRAMING #7	MAP FRAME COUNCIL CHAMBER	228.50
14378	EMILY HOGAN	EXPENSE REPORT 2/13-4/17/	97.01
9750	LEGALSHIELD	#22554 APR 18 EMPLOYEE PR	335.90
99999	TOM MENSİK	TRAVEL RECON 4/11-4/14/18	162.60
9105	POSTMASTER	2018 Newsletter Postage	3,331.00
3875	XCEL ENERGY	MAR 18 GROUP ENERGY	48,818.03
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10 INVOICES		WARRANT TOTAL	68,104.56
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CASH ACCOUNT: 001000 101001

WARRANT: 051518 05/15/2018

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14121	ACUSHNET COMPANY	resale merchandise	140.00
14121	ACUSHNET COMPANY	resale merchandise	2,990.06
12890	ADAMSON POLICE PRODUCTS	17 Less-Lethal Remington	6,674.50
12890	ADAMSON POLICE PRODUCTS	TAC PANTS & EAR PIECE CHI	133.05
12890	ADAMSON POLICE PRODUCTS	SHOTGUN PARTS	19.00
14588	ADAPT PHARMA INC	Narcan	3,600.00
14547	ADDIDAS AMERICA INC	Resale Merchandise	2,039.93
14547	ADDIDAS AMERICA INC	Resale Merchandise	415.14
14547	ADDIDAS AMERICA INC	Resale Merchandise	79.17
14547	ADDIDAS AMERICA INC	Resale Merchandise	43.17
14593	ADVENTOS CORPORATION	SMARTFORCE CONFERENCE BLA	375.00
14593	ADVENTOS CORPORATION	SMARTFORCE CONFERENCE CHI	375.00
14593	ADVENTOS CORPORATION	SMARTFORCE CONFERENCE WHI	375.00
14420	ALISA MILLETTE	CONTRACTOR FEES 18015-1	116.20
13665	ANN LINCOLN	SUMMER READING PROGRAM 6/	250.00
11455	APC CONSTRUCTION CO LLC	2017 Hot Chip Project	1,281.93
13855	BIG AIR JUMPERS INC	Nite at the Rec Inflatabl	723.20
13855	BIG AIR JUMPERS INC	Nite of the Rec Inflatabl	846.30
13855	BIG AIR JUMPERS INC	Nite of the Rec Inflatabl	530.10
14594	BOOM LLC	EASEMENTS SH 42 & SHORT S	17,700.00
640	BOULDER COUNTY	BUSINESS CARDS PD	65.16
640	BOULDER COUNTY	2018 BOULDER COUNTY YOUTH	14,437.50
640	BOULDER COUNTY	APR 18 BOULDER COUNTY USE	30,274.69
7706	BRANNAN SAND & GRAVEL CO LLC	2018 Asphalt	348.87
7706	BRANNAN SAND & GRAVEL CO LLC	2018 Asphalt	113.10
7706	BRANNAN SAND & GRAVEL CO LLC	2018 Asphalt	175.31
13147	CAROL LONG	BLOOMIN SENIOR SUPPLIES	68.80
248	CDW GOVERNMENT	SONICWALL LICENSE CLA	180.00
248	CDW GOVERNMENT	BARCO CLICKSHARE WWTP	1,385.00
248	CDW GOVERNMENT	TOUGHBOOK BATTERY NWTP	119.15
248	CDW GOVERNMENT	BARCO CLICKSHARE WARRANTY	130.00
248	CDW GOVERNMENT	DVR DRIVES LIB	140.00
935	CENTENNIAL PRINTING CO	BUSINESS CARDS SEARLE	67.00
935	CENTENNIAL PRINTING CO	MAGNETIC NAME BADGES HR/C	126.00
10773	CENTRIC ELEVATOR CORP	MAY 18 ELEVATOR MAINT PC	264.27

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CASH ACCOUNT: 001000 101001

WARRANT: 051518 05/15/2018

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
10773	CENTRIC ELEVATOR CORP	MAY 18 ELEVATOR MAINT LIB	479.20
10773	CENTRIC ELEVATOR CORP	MAY 18 ELEVATOR MAINT RSC	281.97
10773	CENTRIC ELEVATOR CORP	MAY 18 ELEVATOR MAINT CH	287.33
980	CENTURY CHEVROLET INC	PARTS UNIT 3128	11.21
13352	CGRS INC	APR 18 REMOTE POLLING	25.00
825	CH DIAGNOSTIC & CONSULTING INC	LAB ANALYSIS FEES WTP	905.00
14405	CHEER CENTRAL INC	CONTRACTOR FEES CHEER	156.80
1005	CHEMATOX LABORATORY INC	BLOOD ALCOHOL TEST	25.86
14427	CHRISTINE STANDEFER	CONTRACTOR FEES MASTERS S	142.10
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WWTP	148.02
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WWTP	148.02
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WWTP	148.02
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WTP	219.03
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WTP	219.03
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WTP	219.03
11467	CLEAR CREEK CONSULTANTS INC	COAL CREEK FLOW DATA	1,280.00
13260	CLIFTON LARSON ALLEN LLP	ACCOUNTANT SERVICES	1,647.38
13260	CLIFTON LARSON ALLEN LLP	MAR 18 UTILITY BILLING SE	8,697.08
14118	CLUB PROPHET SYSTEMS	POS SOFTWARE GC	610.00
14118	CLUB PROPHET SYSTEMS	POS SOFTWARE GC	610.00
14118	CLUB PROPHET SYSTEMS	POS SOFTWARE GC	610.00
10813	COLO ASSOC OF CHIEFS OF POLICE	OFFICER SELECTION TEST FO	1,648.97
13296	COLOGRAPHIC	VEHICLE DECALS PARKS	660.00
13296	COLOGRAPHIC	VEHICLE DECALS PW	360.00
1120	COLORADO ANALYTICAL LABORATORI	BACTERIA TESTING	52.50
1120	COLORADO ANALYTICAL LABORATORI	BACTERIA TESTING	52.50
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	92.00
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	157.50
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	785.00
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	108.00
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	157.50
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	157.50
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES WTP	118.00
1120	COLORADO ANALYTICAL LABORATORI	BACTERIA TESTING	52.50
1120	COLORADO ANALYTICAL LABORATORI	BACTERIA TESTING	42.50
1120	COLORADO ANALYTICAL LABORATORI	BACTERIA TESTING	52.50

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CASH ACCOUNT: 001000 101001		WARRANT: 051518	05/15/2018
VENDOR	VENDOR NAME	PURPOSE	AMOUNT
10916	COLORADO CODE CONSULTING LLC	Plan Review and Inspectio	2,075.00
1130	COLORADO DEPT OF LABOR	BOILER INSPECTION RSC	500.00
8900	COLORADO DEPT OF LABOR & EMPLO	FUEL TANK REGISTRATION OP	140.00
13162	CORE & MAIN LP	REPAIR CLAMP	420.00
13162	CORE & MAIN LP	DISTRIBUTION PARTS	79.16
13370	CRIBARI LAW FIRM, PC	APR 18 PROSECUTING ATTORN	4,134.25
7760	DBA OF LOUISVILLE	REIMBURSE TENT ACQUISITIO	23,920.00
14469	DESIGNSCAPES COLORADO	Heritage Park Playground	2,622.00
13929	DHE COMPUTER SYSTEMS LLC	2018 Desktop Replacements	12,858.02
13929	DHE COMPUTER SYSTEMS LLC	2018 MONITOR REPLACEMENT	207.00
12392	DOOR TO DOOR PROMOTIONS	City Logo Clothing Parks	2,615.30
1505	DPC INDUSTRIES INC	Chlorine Gas NWTP	998.00
14504	ECCO USA INC	resale merchandise	87.34
13084	ECONOMIC DEVELOPMENT COUNCIL O	EDCC MEMBERSHIP	250.00
13009	EIDE BAILLY LLP	2017 AUDIT PROGRESS BILLI	11,500.00
11468	EMPLOYERS COUNCIL SERVICES INC	CUSTOM OPINION SURVEY	50.00
6258	ENVIROTECH SERVICES INC	Ice Slicer	2,643.00
6258	ENVIROTECH SERVICES INC	Ice Slicer	2,748.64
6258	ENVIROTECH SERVICES INC	Ice Slicer	2,739.92
13196	ESRI INC	BUSINESS ANALYST LICENSE	500.00
14574	EUROFINS EATON ANALYTICAL LLC	UCMR SAMPLES WTP	390.00
6761	FARIS MACHINERY CO	HYDRAULIC REPAIR UNIT 342	1,984.80
12270	FASTENAL COMPANY	ANGLE BRACKETS WTP	147.13
13615	FELSBURG HOLT & ULLEVIG INC	Quiet Zone Design and CM	4,339.28
13615	FELSBURG HOLT & ULLEVIG INC	Quiet Zone Design and CM	753.79
2070	FLOOD & PETERSON INSURANCE INC	SOUTH ST GATEWAY PREMIUM	4,811.00
14187	FRUITREVIVAL LLC	ORGANIC FRUIT BOXES	999.50
14564	GEOSPATIAL URBAN INTERFACE LLC	GIS Consulting Services	1,781.00

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CASH ACCOUNT: 001000 101001

WARRANT: 051518 05/15/2018

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
2310	GRAINGER	CLAMPS & SANDERS NWTP	139.71
2310	GRAINGER	WEED KILLER WTP	30.96
2310	GRAINGER	SAFETY GLASSES WTP	96.64
2310	GRAINGER	REUSABLE ICE BLOCKS WTP	35.80
2310	GRAINGER	GREASE GUN WTP	87.52
14576	GREEN LANDSCAPE SOLUTIONS LLC	Landscape Maint Front St	550.00
246	GREEN MILL SPORTSMAN CLUB	RANGE USE	300.00
2405	HACH COMPANY	CHLORINE CHEMKEYS WTP	216.00
2405	HACH COMPANY	ALK CHEMKEYS WTP	37.10
2405	HACH COMPANY	HARDNESS CHEMKEYS WTP	68.37
2405	HACH COMPANY	CALIBRATION STANDARDS WTP	555.25
2405	HACH COMPANY	LAB SUPPLIES WWTP	740.15
2415	HARCROS CHEMICALS INC	Sodium Silicofluoride WTP	1,200.00
14343	HELEN H HARRISON	CONTRACTOR FEES DRAWING	1,323.00
14472	HILL AND POLLOCK LLC	FEB 18 WATER LEGAL SERVIC	704.00
14472	HILL AND POLLOCK LLC	MAR 18 WATER LEGAL SERVIC	492.00
2475	HILL PETROLEUM	UNLEADED & BIODIESEL FUEL	14,724.97
2475	HILL PETROLEUM	Petroleum Products GCM	487.87
11025	HOFF CONSTRUCTION	Arboretum ADA Restroom Co	16,421.62
13280	INSIGHT PUBLIC SECTOR INC	MS OFFICE 2016 LICENSE OS	243.97
13999	INTEGRAL STEPS	CONTRACTOR FEES SAMM	378.00
14511	INTEGRATED WATER SERVICES INC	SCWTP Pump Station	764,561.17
9761	INTERMOUNTAIN SWEEPER CO	SWEEPER PARTS UNIT 3261	586.65
8045	INTERNATIONAL CODE COUNCIL INC	2017 ACCESSIBLE COMMENTAR	219.80
13817	ISRAEL ALVARADO	DJ Services for Nite at t	300.00
13817	ISRAEL ALVARADO	DJ Services for Nite at t	300.00
13817	ISRAEL ALVARADO	DJ Services for Nite at t	300.00
13346	ISS FACILITY SERVICES DENVER	MAY 18 JANITORIAL SERVICE	21,245.66
13911	J & M DISPLAYS INC	Fireworks	11,500.00
2700	J & S CONTRACTORS SUPPLY	WHITE MARKING PAINT PW	220.24
2700	J & S CONTRACTORS SUPPLY	VEHICLE BREAK-IN HAZARD S	160.14

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CASH ACCOUNT: 001000 101001		WARRANT: 051518	05/15/2018
VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14239	JC GOLF ACCESSORIES	Golf Gifts & Promotions	59.39
14548	JOFIT LLC	Resale Merchandise	83.65
2780	KAISER LOCK & KEY SERVICE INC	DUPLICATE KEYS WTP	25.00
14033	KDG ENGINEERING LLC	SH42/SHORT ST CROSSING DE	5,239.99
8002	KINSCO LLC	SWAT SHIRTS DELLAVECCHIA	84.98
14336	KRISTAN K WHEELER	MAY 18 MUNICIPAL JUDGE SE	2,600.00
14581	KRISTIN DEAN	TRAVEL RECON 4/19-4/24/18	1,428.40
11075	LEFT HAND TREE & LANDSCAPE LLC	TREE PRUNING	780.00
2360	LIGHT KELLY, PC	APR 18 LEGAL SERVICES	22,939.05
13692	LIGHTNING MOBILE INC	SWEEP LIB PARKING GARAGE	320.00
13692	LIGHTNING MOBILE INC	CLEAN LIB SIDEWALKS/PLAZA	750.00
13692	LIGHTNING MOBILE INC	CLEAN LIB N PARKING LOT	350.00
13692	LIGHTNING MOBILE INC	CLEAN LIB STAIRWELLS/ELEV	250.00
13692	LIGHTNING MOBILE INC	CLEAN LIB PARKING GARAGE	1,000.00
10541	LITTLE VALLEY WHOLESALE NURSER	NEW ARBORETUM TREES	1,175.00
9087	LORIS AND ASSOCIATES INC	SH42 Underpass Design	23,112.50
9087	LORIS AND ASSOCIATES INC	Four New Trail Connection	3,662.50
5432	LOUISVILLE FIRE PROTECTION DIS	BLOOD DRAW 4/3/18	35.00
5432	LOUISVILLE FIRE PROTECTION DIS	APR 18 FIRE PROTECT DISTR	6,110.00
13429	MANPOWER	TEMPORARY LABOR GCM	1,140.08
13429	MANPOWER	TEMPORARY LABOR GCM	1,603.13
14071	MARY RITTER	CONTRACTOR FEES 10043-3	555.90
14595	MICHAEL E DEBORSKI	EASEMENTS SH 42 & SHORT S	5,417.00
14595	MICHAEL E DEBORSKI	ATTORNEY FEES	4,000.00
14290	MILE HIGH TURFGRASS LLC	FOLIAR FERTILIZER GCM	1,890.30
14264	THE MILLIBO ART THEATRE	SUMMER READING PROGRAM 6/	350.00
6168	MOTION & FLOW CONTROL PRODUCTS	CAR WASH HOSES	299.94
13565	MOTT MACDONALD LLC	HIGH ZONE PUMP STATION	13,730.50
11061	MOUNTAIN PEAK CONTROLS INC	SCADA TRAINING OPS	250.00
11061	MOUNTAIN PEAK CONTROLS INC	SCADA TRAINING WWTP	250.00

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CASH ACCOUNT: 001000 101001

WARRANT: 051518 05/15/2018

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
2046	MOUNTAIN STATES IMAGING LLC	DOCUMENT STORAGE FEES PD	33.00
11365	NATIONAL METER & AUTOMATION IN	2018 Water Meters	4,000.64
11365	NATIONAL METER & AUTOMATION IN	2018 Water Meters	1,517.18
11304	NORAA CONCRETE CONSTRUCTION	2018 Concrete Replacement	202,279.23
14370	NORTHWESTERN UNIVERSITY	Command School Lukens	4,000.00
14370	NORTHWESTERN UNIVERSITY	Command School Fitzgibbon	4,000.00
14370	NORTHWESTERN UNIVERSITY	Command School Miller	4,100.00
14523	NUMERICA CORPORATION	LUMEN SOFTWARE RENEWAL PD	1,886.67
11342	OJ WATSON COMPANY INC	PARTS UNIT 3202, 3204	24.11
99999	MURRAY & STAFFORD INC	BULK WATER METER REFUND	2,050.00
99999	DENNIS BARTOLO	ACTIVITY REFUND	15.00
99999	TESLA INC	PERMIT REFUND	250.00
99999	BLUE360 MEDIA LLC	COLO PEACE OFFICER HANDBO	203.98
99999	ELIZABETH SCHETTLER	TRAVEL RECON 4/22-4/25/18	1,164.48
99999	CALIBRE PRESS	TRAINING HIMES	149.00
99999	CG NATION	RENT REFUND	146.23
99999	MMA DESIGN LLC	BUSINESS ASSISTANCE REBAT	10,512.42
14381	PALEOWEST ARCHAEOLOGY	HPC CONSULTING SERVICES	2,680.00
10153	PCS MOBILE	NETMOTION LICENSES PD	1,650.00
14243	PEREA INC	PRE-EMPLOYMENT BACKGROUND	1,200.00
14144	PING INC	Resale Merchandise	478.97
14144	PING INC	Resale Merchandise	892.52
10951	PINNACOL ASSURANCE	WORKERS COMP PREMIUM 4 OF	18,973.14
14271	PIONEER MANUFACTURING COMPANY	BALLFIELD PAINT	1,661.00
5898	PIONEER SAND COMPANY INC	ROAD BASE	924.65
14160	PRECISE MRM LLC	GPS SOFTWARE & POOLED DAT	210.01
14394	PROS PLUS LLC	SENIOR SOFTBALL UMPIRES	120.00
14584	RADIO RESOURCE INC	OPERATOR RADIOS WWTP	1,539.00
14424	RAGNASOFT INC	PLANIT SCHEDULING SOFTWARE	1,885.00
13893	REBECCA TSUI	CONTRACTOR FEES TAI CHI	1,052.80

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CASH ACCOUNT: 001000 101001

WARRANT: 051518 05/15/2018

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
12447	ROCKY MOUNTAIN ACCESS CONTROLS	GATE REPAIR SWTP	250.00
13892	RODMAN SERVICES	TOUCH A TRUCK WINDOW PAIN	400.00
13644	SCHULTZ INDUSTRIES INC	2018 Landscape Maintenanc	10,977.60
4230	SEACREST GROUP	BIOMONITORING WWTP	1,905.00
14493	SELECT ROOFING CONTRACTORS LLC	ROOF REPAIR WWTP	462.70
11395	SHRED-IT USA LLC	SHRED SERVICE PD	30.00
13673	STERLING TALENT SOLUTIONS	BACKGROUND CHECKS	176.55
13673	STERLING TALENT SOLUTIONS	BACKGROUND CHECKS	1,023.14
13673	STERLING TALENT SOLUTIONS	BACKGROUND CHECKS	1,404.78
14597	STUART SANKS	SUMMER READING PROGRAM 6/	150.00
14276	SWEET SPOT CAFE LLC	FOOD & BEVERAGE KINZ	100.00
7619	TED D MILLER & ASSOCIATES INC	LAB SUPPLIES WTP	183.10
4100	TERMINIX	PEST CONTROL CS	65.00
14591	THARANCO LIFESTYLES LLC	resale merchandise	1,209.95
14591	THARANCO LIFESTYLES LLC	resale merchandise	2,967.38
14591	THARANCO LIFESTYLES LLC	Credit	-318.10
7917	THE AQUEOUS SOLUTION INC	POOL CHEMICALS	753.00
11466	THE RUNNING GROUP LLC	CONTRACTOR FEES LOCO FIT	56.00
11624	TOWN OF SUPERIOR	Campus Dr Alignment Study	756.47
14353	TRANSPARENT INFORMATION SERVIC	BACKGROUND CHECKS	91.40
6609	TRAVELERS	WORKERS COMP DEDUCTIBLE	87.85
4765	UNCC	APR 18 LOCATES #48760	678.60
14532	UNITED REFRIGERATION INC	SKATE PARK LIGHTING	31.77
14532	UNITED REFRIGERATION INC	TOOLS & HVAC LIB	316.31
13241	UNITED REPROGRAPHIC SUPPLY INC	OCE PRINTER PAPER	85.25
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL ANNETTE BRA	135.60
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL COTTONWOOD	168.82
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL HERITAGE PA	198.80
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL SKATE PARK	191.85
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL MEMORY SQUA	135.60

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CASH ACCOUNT: 001000 101001

WARRANT: 051518 05/15/2018

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL NORTH END	168.82
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL PIRATES PAR	135.60
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL CLEO MUDROC	198.80
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL ENRIETTO PA	168.82
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL LSVL ELEM	168.82
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL CEMETERY	135.60
14266	US HEALTHWORKS PROVIDER NETWORK	DRUG SCREENS	231.00
14266	US HEALTHWORKS PROVIDER NETWORK	PHYSICAL/DRUG SCREENS	234.00
14266	US HEALTHWORKS PROVIDER NETWORK	PHYSICALS	565.00
14266	US HEALTHWORKS PROVIDER NETWORK	PHYSICALS/DRUG SCREENS	493.00
14266	US HEALTHWORKS PROVIDER NETWORK	PHYSICALS/DRUG SCREENS	358.00
6509	USA BLUEBOOK	CALIBRATION CYLINDERS SWT	199.77
11053	WATER TECHNOLOGY GROUP	ALARM RENTAL WWTP	40.00
14373	WEIFIELD GROUP CONTRACTING INC	STAIRWELL LIGHTING SWTP	1,199.05
14373	WEIFIELD GROUP CONTRACTING INC	REPLACE LIGHTING HARPER S	1,473.98
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES PC	429.28
9511	WESTERN PAPER DISTRIBUTORS INC	BREAK ROOM SUPPLIES RSC	228.52
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES RSC	1,194.77
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES CS	72.54
9511	WESTERN PAPER DISTRIBUTORS INC	BREAK ROOM SUPPLIES CS	1.82
14563	WESTERN PRECISION MANUFACTURIN	Patio Purchase	32,250.00
12997	WHITESTONE CONSTRUCTION SERVIC	FIRE CAULKING WWTP	1,006.25
10884	WORD OF MOUTH CATERING INC	SR MEAL PROGRAM 4/6-5/4/1	4,641.50
3875	XCEL ENERGY	APR 18 SPRINKLERS	100.69
13790	ZAYO GROUP LLC	MAY 18 INTERNET SERVICE	1,217.40
=====			=====
245 INVOICES			WARRANT TOTAL 1,473,168.16
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CITY OF LOUISVILLE
PURCHASE CARD SUMMARY
STATEMENT PERIOD 03/23/18 - 04/20/18

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
0770 CED	BOULDER	KERRY KRAMER	PARKS	04/17/2018	66.50
4IMPRINT	877-4467746	CHERYL KELLER	POLICE	04/16/2018	273.68
6286 DOMINOS PIZZA	LOUISVILLE	THOMAS CZAJKA	OPERATIONS	04/10/2018	38.35
ACCUWEATHER INC	08142358650	KURT KOWAR	PUBLIC WORKS	04/01/2018	7.95
ACE EQUIPMENT AND SUPP	303-2882916	VICKIE ILKO	OPERATIONS	03/27/2018	622.20
ACT*COLORADO CREATIVE	877-551-5560	KATHERINE ZOSS	CITY MANAGER	04/17/2018	175.47
ACZ LABORATORIES, INC	STEAMBOAT SPR	JUSTIN ELKINS	WASTEWATER	04/18/2018	285.60
ACZ LABORATORIES, INC	STEAMBOAT SPR	JUSTIN ELKINS	WASTEWATER	04/05/2018	285.60
ALLDATA CORP #8601	ELK GROVE	MASON THOMPSON	OPERATIONS	04/01/2018	125.00
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	ELIZABETH SCHETTLER	PLANNING	04/19/2018	61.99
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	DAVID SZABADOS	FACILITIES	04/18/2018	252.97
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	DAVID SZABADOS	FACILITIES	04/18/2018	52.49
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	JEN KENNEY	POLICE	04/17/2018	201.98
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	04/16/2018	10.40
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	04/14/2018	63.38
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	DAVID SZABADOS	FACILITIES	04/14/2018	262.88
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	DAVID SZABADOS	FACILITIES	04/12/2018	146.05
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	ELIZABETH SCHETTLER	PLANNING	04/11/2018	43.64
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	DAVID BARIL	GOLF COURSE	04/09/2018	28.46
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/07/2018	10.99
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/08/2018	33.99
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	DAVID SZABADOS	FACILITIES	04/06/2018	5.50
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	DAVID SZABADOS	FACILITIES	04/06/2018	30.71
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/04/2018	16.89
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/04/2018	316.36
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/04/2018	4.05
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	JESSE DEGRAW	REC CENTER	03/30/2018	27.98
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	REMY RODRIGUES	IT	03/28/2018	26.74
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/27/2018	33.22
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/27/2018	41.49
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/27/2018	50.68
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	JEN KENNEY	POLICE	03/28/2018	22.32
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	03/26/2018	51.15
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/26/2018	104.97
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/26/2018	27.98
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	DRUSILLA TIEBEN	PARKS	03/27/2018	139.99
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	03/23/2018	4.09
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	03/26/2018	103.90

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	DRUSILLA TIEBEN	PARKS	03/24/2018	4.48
AMAZON MKTPLACE PMTS	AMZN.COM/BILL	DRUSILLA TIEBEN	PARKS	03/25/2018	114.53
AMAZON MKTPLACE PMTS W	WWW.AMAZON.CO	JILL SIEWERT	LIBRARY	04/05/2018	17.76
AMAZON MKTPLACE PMTS W	WWW.AMAZON.CO	JILL SIEWERT	LIBRARY	04/05/2018	10.95
AMAZON MKTPLACE PMTS W	WWW.AMAZON.CO	MEREDYTH MUTH	CITY MANAGER	04/04/2018	93.60
AMAZON MKTPLACE PMTS W	WWW.AMAZON.CO	MEREDYTH MUTH	CITY MANAGER	04/04/2018	15.72
AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	JEN KENNEY	POLICE	04/10/2018	78.44
AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/10/2018	22.96
AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	JESSE DEGRAW	REC CENTER	04/10/2018	50.46
AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/09/2018	67.55
AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/05/2018	9.30
AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/02/2018	34.94
AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/27/2018	19.18
AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	DRUSILLA TIEBEN	PARKS	03/26/2018	7.93
AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	DRUSILLA TIEBEN	PARKS	03/25/2018	9.99
AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	DRUSILLA TIEBEN	PARKS	03/25/2018	22.65
AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	KAREN FREITER	LIBRARY	03/22/2018	58.64
AMERICAN PAYROLL ASSOC	210-226-4600	DIANE M KREAGER	FINANCE	03/26/2018	219.00
AMERICAN RED CROSS	888-284-0607	KATIE MEYER	REC CENTER	04/17/2018	975.00
APL* ITUNES.COM/BILL	866-712-7753	KRISTEN PORTER	REC CENTER	04/15/2018	4.14
ARAMARK UNIFORM	800-504-0328	JULIE SEYDEL	REC CENTER	04/12/2018	387.66
ARC*SERVICES/TRAINING	800-733-2767	JOANN MARQUES	REC CENTER	04/17/2018	144.00
ARC*SERVICES/TRAINING	800-733-2767	JOANN MARQUES	REC CENTER	04/13/2018	27.00
ARC*SERVICES/TRAINING	800-733-2767	JOANN MARQUES	REC CENTER	04/08/2018	108.00
ARC*SERVICES/TRAINING	800-733-2767	JOANN MARQUES	REC CENTER	03/29/2018	252.00
ARKANSAS VALLEY SEED I	DENVER	CATHERINE JEPSON	PARKS	04/04/2018	305.00
ARVADA CENTER FOR ARTS	720-8987200	PATRICIA MORGAN	REC CENTER	04/12/2018	600.00
AT&T DATA	08003310500	KURT KOWAR	PUBLIC WORKS	04/05/2018	30.00
AUDUBON SOCIETY OF NYS	518-767-9051	DAVID DEAN	GOLF COURSE	04/09/2018	300.00
AV NOW	SANTA CRUZ	PEGGY JONES	REC CENTER	04/07/2018	398.99
AYRES HOTEL REDLAN	REDLANDS	CHRISTOPHER NEVES	IT	04/06/2018	297.00
AMAZON.COM	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/16/2018	49.20
AMAZON.COM	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/13/2018	49.35
AMAZON.COM	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/13/2018	52.88
AMAZON.COM	AMZN.COM/BILL	JESSE DEGRAW	REC CENTER	04/11/2018	58.12
AMAZON.COM	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/10/2018	70.74
AMAZON.COM	AMZN.COM/BILL	DAVID SZABADOS	FACILITIES	04/10/2018	22.00
AMAZON.COM	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	04/06/2018	167.83
AMAZON.COM	AMZN.COM/BILL	DAVID BARIL	GOLF COURSE	04/08/2018	118.47
AMAZON.COM	AMZN.COM/BILL	JESSE DEGRAW	REC CENTER	03/31/2018	51.69
AMAZON.COM	AMZN.COM/BILL	JEN KENNEY	POLICE	03/28/2018	178.71
AMAZON.COM	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	03/25/2018	14.99

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
AMAZON.COM	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	03/22/2018	16.43
B&H PHOTO MOTO	800-606-6969	KAREN FREITER	LIBRARY	04/07/2018	58.00
BATTISTAS HOLE INTHEWA	LAS VEGAS	CHAD ROOT	BUILDING SAFETY	03/22/2018	38.50
BEST BUY 00014167	DENVER	KURT KOWAR	PUBLIC WORKS	03/24/2018	104.98
BESTBUYCOM805535187365	888-BESTBUY	JILL SIEWERT	LIBRARY	04/18/2018	31.98
BESTBUYCOM805535429251	888-BESTBUY	JILL SIEWERT	LIBRARY	03/28/2018	42.99
BESTBUYCOM805537273916	888-BESTBUY	JILL SIEWERT	LIBRARY	04/04/2018	19.99
BESTBUYCOM805537273916	888-BESTBUY	JILL SIEWERT	LIBRARY	03/29/2018	86.95
BESTBUYCOM805539252167	888-BESTBUY	DAVID BARIL	GOLF COURSE	04/14/2018	39.20
BESTBUYCOM805539252167	888-BESTBUY	DAVID BARIL	GOLF COURSE	04/14/2018	399.99
BIZWEST MEDIA	303-4404950	AARON DEJONG	CITY MANAGER	03/24/2018	49.99
BK TIRE, INC	FREDERICK	RON CHOATE	OPERATIONS	04/12/2018	423.84
BK TIRE, INC	FREDERICK	RON CHOATE	OPERATIONS	04/10/2018	534.28
BK TIRE, INC	FREDERICK	RON CHOATE	OPERATIONS	04/10/2018	534.28
BK TIRE, INC	FREDERICK	MASON THOMPSON	OPERATIONS	03/30/2018	120.00
BK TIRE, INC	FREDERICK	RON CHOATE	OPERATIONS	03/22/2018	212.82
BLACKJACK PIZZA OF LOU	LOUISVILLE	PEGGY JONES	REC CENTER	04/07/2018	28.97
BLACKJACK PIZZA OF LOU	LOUISVILLE	PEGGY JONES	REC CENTER	03/24/2018	33.96
BOBCAT COMMERCE CITY	3168588134	MASON THOMPSON	OPERATIONS	04/19/2018	108.41
BOBCAT COMMERCE CITY	3168588134	MASON THOMPSON	OPERATIONS	04/19/2018	232.28
BRONCO BILLY'S HOT	CRIPPLE CREEK	RANDY DEWITZ	BUILDING SAFETY	04/06/2018	65.07
BUGSANDBEYOND.NET	3037461129	DAVID BARIL	GOLF COURSE	03/23/2018	50.00
BUILDASIGN.COM	800-330-9622	KAREN FREITER	LIBRARY	04/04/2018	9.69
CANDLELIGHT DINNER PLA	JOHNSTOWN	KATIE BEASLEY	REC CENTER	04/03/2018	1,061.10
CANTNBREAKTIME79052171	DENVER	JULIE SEYDEL	REC CENTER	03/29/2018	115.66
CBI ONLINE	8008820757	LESLIE RINGER	HUMAN RESOURCES	04/18/2018	6.85
CBI ONLINE	08008820757	LESLIE RINGER	HUMAN RESOURCES	04/09/2018	6.85
CBI ONLINE	08008820757	LESLIE RINGER	HUMAN RESOURCES	03/28/2018	6.85
CC GARAGE-3036401096	DENVER	ROBERT P MUCKLE	CITY MANAGER	04/13/2018	6.00
CDW GOVT #MJF4739	800-808-4239	REMY RODRIGUES	IT	04/10/2018	41.47
CDW GOVT #MLM9773	800-808-4239	REMY RODRIGUES	IT	04/19/2018	29.92
CENTER COPY PRINTING	303-4406000	ERICA BERZINS	POLICE	04/05/2018	223.90
CENTURYLINK/SPEEDPAY	800-777-9594	DIANE M KREAGER	FINANCE	04/18/2018	1,925.54
CHEDDAR'S CASUAL CAFE	THORNTON	DAVID D HAYES	POLICE	03/28/2018	31.06
CHIEF SUPPLY CRM	07047172002	JEN KENNEY	POLICE	03/29/2018	421.68
CHRISTANIA AT VAIL	VAIL	HEATHER BALSER	CITY MANAGER	04/06/2018	211.15
CLEAN HOLDINGS	EAST HAVEN	JULIE SEYDEL	REC CENTER	03/22/2018	48.22
CO BOULDER CNTY SE	DENVER	KRISTIN DEAN	PLANNING	04/05/2018	24.28
CO DEPT OF LABOR A	DENVER	DAVID SZABADOS	FACILITIES	04/05/2018	82.57
COLORADO CHAPTER OF TH	970-3700582	RANDY DEWITZ	BUILDING SAFETY	03/28/2018	36.05
COLORADO MEDICAL WASTE	303-7945716	CHERYL KELLER	POLICE	04/10/2018	89.00
COLORADO MUNICIPAL LEA	303-8316411	EMILY KROPP	CITY MANAGER	04/09/2018	15.00

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
COLORADO MUNICIPAL LEA	303-8316411	HEATHER BALSER	CITY MANAGER	04/06/2018	338.00
COLORADO MUNICIPAL LEA	303-8316411	HEATHER BALSER	CITY MANAGER	04/06/2018	347.00
COLORADO MUNICIPAL LEA	303-8316411	EMILY KROPF	CITY MANAGER	03/26/2018	15.00
COLORADO PARKS AND REC	WHEAT RIDGE	JULIE SEYDEL	REC CENTER	04/06/2018	325.00
COLORADO PARKS AND REC	WHEAT RIDGE	AMANDA PERERA	REC CENTER	04/02/2018	480.00
COLORADO PREMIER GARAG	303-4585600	JUSTIN ELKINS	WASTEWATER	04/16/2018	250.00
COMCAST CABLE COMM	800-COMCAST	KATHERINE ZOSS	CITY MANAGER	04/13/2018	109.95
COMCAST CABLE COMM	800-COMCAST	JIM GILBERT	PARKS	03/24/2018	333.33
COMCAST DENVER CS 1X	800-266-2278	JILL SIEWERT	LIBRARY	04/05/2018	607.32
COMCAST DENVER CS 1X	800-266-2278	DIANE M KREAGER	FINANCE	04/05/2018	31.93
COMCAST DENVER CS 1X	800-266-2278	DIANE M KREAGER	FINANCE	04/05/2018	11.98
COMPLETE MAILING SOLUT	ENGLEWOOD	DIANE M KREAGER	FINANCE	04/05/2018	173.44
COREY SAMOT SNAP ON	LAFAYETTE	DAVID DEAN	GOLF COURSE	04/16/2018	146.00
COURSRA1TYUZXAZ8B0SU8	6502657649	BRIAN GARDUNO	OPERATIONS	03/30/2018	49.00
CPS DISTRIBUTORS INC B	BOULDER	MATT LOOMIS	PARKS	04/17/2018	56.53
CPS DISTRIBUTORS INC M	WESTMINSTER	MATT LOOMIS	PARKS	04/11/2018	80.73
CRAIGSLIST.ORG	4153995200	PAULA KNAPEK	HUMAN RESOURCES	04/14/2018	15.00
CRAIGSLIST.ORG	04153995200	ROBIN BROOKHART	HUMAN RESOURCES	04/05/2018	15.00
CRAIGSLIST.ORG	04153995200	ROBIN BROOKHART	HUMAN RESOURCES	03/27/2018	15.00
CVENT* COLORADO GFOA	07032263500	PENNEY BOLTE	SALES TAX	03/29/2018	100.00
DANA KEPNER COMPANY/HD	DENVER	VICKIE ILKO	OPERATIONS	04/18/2018	285.89
DARBYS AMERICAN CA	REDLANDS	CHRISTOPHER NEVES	IT	04/04/2018	28.00
DBC IRRIGATION SUPPLY	BROOMFIELD	MATT LOOMIS	PARKS	04/19/2018	64.02
DBC IRRIGATION SUPPLY	BROOMFIELD	MATT LOOMIS	PARKS	04/17/2018	100.56
DBC IRRIGATION SUPPLY	BROOMFIELD	DAVID ALDERS	PARKS	04/12/2018	71.05
DBC IRRIGATION SUPPLY	BROOMFIELD	MATT LOOMIS	PARKS	04/11/2018	26.62
DBC IRRIGATION SUPPLY	BROOMFIELD	MATT LOOMIS	PARKS	04/05/2018	75.08
DBC IRRIGATION SUPPLY	BROOMFIELD	DAVID ALDERS	PARKS	03/30/2018	139.49
DENVER HISTORY TOURS L	DENVER	KATIE BEASLEY	REC CENTER	04/17/2018	200.00
DHGATE 348387566	REDHILL	GREG VENETTE	WATER	04/10/2018	140.99
DIA PARKING OPERATIONS	DENVER	CHAD ROOT	BUILDING SAFETY	03/25/2018	32.00
DISCOUNTCARTPARTS.COM	9727712111	DAVID BARIL	GOLF COURSE	04/18/2018	75.41
DISPLAYS2GO	401-247-0333	BRIDGET BACON	LIBRARY	04/03/2018	91.99
DMARCIAN INC	08283677012	DANIEL WOOLDRIDGE	IT	03/31/2018	24.00
DNH*GODADDY.COM	480-5058855	CHRISTOPHER NEVES	IT	03/24/2018	40.34
DOUBLETREE	BRECKENRIDGE	CHERYL KELLER	POLICE	03/23/2018	134.72
DOUBLETREE	BRECKENRIDGE	CHERYL KELLER	POLICE	03/23/2018	134.72
DOUBLETREE	BRECKENRIDGE	CHERYL KELLER	POLICE	03/23/2018	134.72
DOUBLETREE	BRECKENRIDGE	CHERYL KELLER	POLICE	03/23/2018	134.72
DROPBOX*3M942BGFJBNN	DB.TT/CHELP	EMILY KROPF	CITY MANAGER	04/18/2018	9.99
DTV*DIRECTV SERVICE	800-347-3288	DAVID BARIL	GOLF COURSE	04/11/2018	269.96
E 470 EXPRESS TOLLS	303-5373470	DIANE M KREAGER	FINANCE	04/04/2018	75.20

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
E 470 EXPRESS TOLLS	303-5373470	DIANE M KREAGER	FINANCE	04/04/2018	34.20
EB 2018 SUSTAINABLE T	8014137200	ROBERT ZUCCARO	PLANNING	04/05/2018	97.07
EB 2018 SUSTAINABLE T	8014137200	EMILY KROPF	CITY MANAGER	03/30/2018	194.14
EB RMPEX QUEST FOR EX	8014137200	EMILY KROPF	CITY MANAGER	04/11/2018	150.00
ENDRESS+HAUSER INC	888-363-7377	TERRELL PHILLIPS	WATER	03/23/2018	411.04
ENVIRONMENTAL RESOURCE	03034318454	JUSTIN ELKINS	WASTEWATER	04/10/2018	451.71
EREPLACEMENTPARTS.COM	866-3229842	DAVID SZABADOS	FACILITIES	04/19/2018	27.06
ERIE LANDMARK CO	COLUMBIA	LAUREN TRICE	PLANNING	04/13/2018	611.00
ESRI DOMESTIC EVENTS	REDLANDS	TONY DESANTIS	PUBLIC WORKS	03/27/2018	100.00
EVIDENT INC	UNION HALL	JEN KENNEY	POLICE	04/03/2018	191.22
EZCATERFIREHOUSE SUBS	8004881803	CHERYL KELLER	POLICE	04/16/2018	108.47
FAIRFIELD INN	COLORADO SPRI	PATRICK FITZGIBBONS	POLICE	04/05/2018	-2.78
FASTENAL COMPANY01	LOUISVILLE	VICKIE ILKO	OPERATIONS	04/19/2018	56.54
FASTENAL COMPANY01	LOUISVILLE	MASON THOMPSON	OPERATIONS	04/05/2018	157.66
FASTENAL COMPANY01	LOUISVILLE	KERRY HOLLE	WATER	04/02/2018	19.94
FASTSIGNS OF BOULDER	BOULDER	ERIK SWIATEK	PARKS	03/23/2018	51.37
FEDEX 780293454353	MEMPHIS	CHERYL KELLER	POLICE	03/29/2018	10.50
FEDEXOFFICE 00007427	LOUISVILLE	MIKE MILLER	POLICE	04/09/2018	9.95
FHBCOMPANY	8883648802	DAVID SZABADOS	FACILITIES	03/27/2018	195.00
FIRST CHOICE-BOYER S C	303-9649400	DIANE M KREAGER	FINANCE	03/30/2018	585.10
FORMS FULFILLMENT CENT	09143456216	DIANE M KREAGER	FINANCE	04/05/2018	327.64
FRONT RANGE TIMBER	BROOMFIELD	DAVID BARIL	GOLF COURSE	04/06/2018	280.00
FUN EXPRESS	OMAHA	AMANDA PERERA	REC CENTER	04/17/2018	164.50
G & G EQUIPMENT	FREDERICK	DAKOTA DUNN	PARKS	04/16/2018	258.54
G & G EQUIPMENT	FREDERICK	AARON GRANT	PARKS	04/10/2018	98.54
G & G EQUIPMENT	FREDERICK	AARON GRANT	PARKS	03/26/2018	160.78
GALLS	8592667227	AUBREY HILTE	PARKS	04/18/2018	414.49
GALLS HQ	LEXINGTON	AUBREY HILTE	PARKS	04/19/2018	-22.35
GALLS HQ	LEXINGTON	AUBREY HILTE	PARKS	04/19/2018	-6.21
GENERAL AIR SERVICE &	07203419437	JUSTIN ELKINS	WASTEWATER	04/05/2018	40.57
GENERAL AIR SERVICE &	07203419437	JUSTIN ELKINS	WASTEWATER	03/27/2018	56.49
GENERAL AIR SERVICE &	BOULDER	JUSTIN ELKINS	WASTEWATER	03/27/2018	6.20
GEOTRUST, INC.	866-436-8787	DIANE M KREAGER	FINANCE	04/18/2018	1,305.00
GIFT THEORY CLOCKWAY	NEWBURY PARK	KAREN FREITER	LIBRARY	03/29/2018	37.99
GIH*GLOBALINDUSTRIALEQ	800-645-2986	ERICA BERZINS	POLICE	03/29/2018	828.09
GOLF SPORT SOLUTIONS L	LA SALLE	DAVID DEAN	GOLF COURSE	04/09/2018	417.25
GOLF SPORT SOLUTIONS L	LA SALLE	DAVID DEAN	GOLF COURSE	04/09/2018	850.82
GOLF SPORT SOLUTIONS L	LA SALLE	DANIEL PEER	PARKS	03/27/2018	847.00
GOVERNMENT FINANCE OFF	CHICAGO	DIANE M KREAGER	FINANCE	03/23/2018	85.00
GREEN CO2 SYSTEMS	800-3270093	PAUL BORTH	REC CENTER	04/19/2018	235.85
GREEN CO2 SYSTEMS	800-3270093	PAUL BORTH	REC CENTER	04/06/2018	661.48
HACH COMPANY	LOVELAND	KERRY HOLLE	WATER	03/23/2018	128.55

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
HACH COMPANY	LOVELAND	TERRELL PHILLIPS	WATER	03/23/2018	331.50
HANNA INSTRUMENTS US	401-7657500	GREG VENETTE	WATER	03/31/2018	380.00
HD SUPPLY WHITE CAP #0	04076501863	KERRY HOLLE	PUBLIC WORKS	03/24/2018	67.34
HOBBY LOBBY #21	LOUISVILLE	KERRY HOLLE	PUBLIC WORKS	04/12/2018	6.49
HOBBY LOBBY #21	LOUISVILLE	AMANDA PERERA	REC CENTER	04/05/2018	39.47
HOBBY LOBBY #21	LOUISVILLE	PAMELA LEMON	REC CENTER	04/07/2018	35.84
HOBBY LOBBY #21	LOUISVILLE	CATHERINE JEPSON	PARKS	03/21/2018	6.98
HOLLAND SUPPLY INC	616-396-4678	KERRY KRAMER	PARKS	03/22/2018	702.95
HR CERTIFICATION INSTI	866-8984724	PAULA KNAPEK	HUMAN RESOURCES	03/26/2018	150.00
IBI - SUPPLYWORKS #225	8565333261	PATRICIA MORGAN	REC CENTER	04/04/2018	185.96
IBI - SUPPLYWORKS #225	8565333261	ERIK SWIATEK	PARKS	04/04/2018	753.02
IBI - SUPPLYWORKS #225	8565333261	ERIK SWIATEK	PARKS	03/27/2018	538.41
IBI - SUPPLYWORKS #225	8565333261	PATRICIA MORGAN	REC CENTER	03/23/2018	273.57
IDEXX DISTRIBUTION INC	02075564294	TERRELL PHILLIPS	WATER	03/22/2018	223.09
IKEA CENTENNIAL	CENTENNIAL	DAVID BARIL	GOLF COURSE	04/09/2018	74.98
INSTANT IMPRINTS	LOUISVILLE	KATHY MARTIN	REC CENTER	04/12/2018	1,156.75
INSTANT IMPRINTS	LOUISVILLE	JESSE DEGRAW	REC CENTER	04/11/2018	994.63
INSTANT IMPRINTS	LOUISVILLE	GREG VENETTE	WATER	04/10/2018	50.73
INSTANT IMPRINTS	LOUISVILLE	KATHERINE ZOSS	CITY MANAGER	04/04/2018	150.80
INT*IN *1-2-1 MARKETIN	407-3954701	DAVID BARIL	GOLF COURSE	04/03/2018	199.00
INT*IN *ADVENTOS CORPO	303-8005040	CHERYL KELLER	POLICE	04/11/2018	375.00
INT*IN *ANIMAL & PEST	303-9870842	DRUSILLA TIEBEN	PARKS	04/18/2018	150.00
INT*IN *ARROWHEAD SCIE	913-8948388	ERICA BERZINS	POLICE	03/28/2018	205.27
INT*IN *FIRST SHOT TAR	303-3960164	CHERYL KELLER	POLICE	04/09/2018	330.00
INT*IN *KAISER LOCK &	LOUISVILLE	KERRY KRAMER	PARKS	04/06/2018	13.50
INT*IN *KAISER LOCK &	LOUISVILLE	PHIL LIND	FACILITIES	04/04/2018	117.80
INT*IN *TADDIKEN TREE	303-5547035	MICHAEL TOWERS	PARKS	04/03/2018	455.00
INT*IN *VAN GO AUTO GL	303-4641500	MASON THOMPSON	OPERATIONS	03/23/2018	274.00
INTERNATION	2022894262	EMILY KROPF	CITY MANAGER	04/17/2018	200.00
INTERNATIONAL INSTITUT	909-9444162	MEREDYTH MUTH	CITY MANAGER	04/02/2018	200.00
INTUIT *IN *BIOBAG USA	727-7891646	ERIK SWIATEK	PARKS	03/30/2018	822.00
IRON MOUNTAIN	08009343453	CHRISTOPHER NEVES	IT	04/09/2018	850.00
JAX OUTDOOR GEAR	LAFAYETTE	CHAD ROOT	BUILDING SAFETY	04/02/2018	124.99
JAX RANCH & HOME	LAFAYETTE	MICHAEL TOWERS	PARKS	04/09/2018	87.46
JAX RANCH & HOME	LAFAYETTE	JUSTIN ELKINS	WASTEWATER	03/30/2018	150.00
JAX RANCH & HOME	LAFAYETTE	JUSTIN ELKINS	WASTEWATER	03/30/2018	-129.97
JOFIT LLC	215-6827500	DAVID BARIL	GOLF COURSE	04/06/2018	911.70
JOTFORM INC.	8778877815	CHERYL KELLER	POLICE	03/23/2018	19.00
KING SOOPERS #0013	LOUISVILLE	ERICA BERZINS	POLICE	04/19/2018	50.00
KING SOOPERS #0013	LOUISVILLE	KATHLEEN HIX	HUMAN RESOURCES	04/19/2018	26.93
KING SOOPERS #0013	LOUISVILLE	PATRICIA MORGAN	REC CENTER	04/16/2018	151.55
KING SOOPERS #0013	LOUISVILLE	MEREDITH KRAUTLER-KLEMI	REC CENTER	04/06/2018	167.34

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
KING SOOPERS #0013	LOUISVILLE	AMANDA PERERA	REC CENTER	04/05/2018	158.00
KING SOOPERS #0013	LOUISVILLE	PATRICIA MORGAN	REC CENTER	04/02/2018	200.25
KING SOOPERS #0013	LOUISVILLE	KATHLEEN HIX	HUMAN RESOURCES	03/29/2018	51.04
KING SOOPERS #0013	LOUISVILLE	DRUSILLA TIEBEN	PARKS	03/28/2018	51.99
KING SOOPERS #0013	LOUISVILLE	PATRICIA MORGAN	REC CENTER	03/27/2018	62.94
KING SOOPERS #0013	LOUISVILLE	PATRICIA MORGAN	REC CENTER	03/26/2018	18.69
KING SOOPERS #0013	LOUISVILLE	DRUSILLA TIEBEN	PARKS	03/26/2018	-8.66
KING SOOPERS #0013	LOUISVILLE	DRUSILLA TIEBEN	PARKS	03/26/2018	7.98
KING SOOPERS #0013	LOUISVILLE	DRUSILLA TIEBEN	PARKS	03/26/2018	8.66
KING SOOPERS #0013	LOUISVILLE	CATHERINE JEPSON	PARKS	03/24/2018	51.80
KOHL'S #0343	LOUISVILLE	ROBIN BROOKHART	HUMAN RESOURCES	03/29/2018	24.00
LA CASA DEL REY	COMMERCE CITY	MICHAEL CLEVELAND	OPERATIONS	03/29/2018	45.90
LEXISNEXIS RISK DAT	08883328244	CHERYL KELLER	POLICE	04/02/2018	299.95
LL JOHNSON DIST CO	DENVER	DAVID DEAN	GOLF COURSE	04/11/2018	393.20
LL JOHNSON DIST CO	DENVER	DAVID DEAN	GOLF COURSE	04/09/2018	323.81
LOGMEIN*GOTOMEETING	855-837-1750	JEFFREY FISHER	POLICE	04/05/2018	49.00
LOWES #00220*	LOUISVILLE	KATIE BEASLEY	REC CENTER	04/19/2018	3.98
LOWES #00220*	LOUISVILLE	KRISTEN PORTER	REC CENTER	04/19/2018	9.98
LOWES #00220*	LOUISVILLE	CHRIS LICHTY	PARKS	04/18/2018	27.96
LOWES #00220*	LOUISVILLE	VICKIE ILKO	OPERATIONS	04/17/2018	51.38
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	04/17/2018	24.87
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	04/13/2018	19.98
LOWES #00220*	LOUISVILLE	KATHERINE ZOSS	CITY MANAGER	04/13/2018	68.96
LOWES #00220*	LOUISVILLE	KATHLEEN D LORENZO	PARKS	04/13/2018	7.69
LOWES #00220*	LOUISVILLE	MIKE MILLER	POLICE	04/11/2018	73.08
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	04/10/2018	10.02
LOWES #00220*	LOUISVILLE	DAVID SZABADOS	FACILITIES	04/11/2018	-287.80
LOWES #00220*	LOUISVILLE	BRADLEY AUSTIN	PARKS	04/05/2018	59.52
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	04/04/2018	103.54
LOWES #00220*	LOUISVILLE	ERICA BERZINS	POLICE	04/04/2018	103.66
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	04/02/2018	29.96
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	03/26/2018	16.96
LOWES #00220*	LOUISVILLE	KRISTIN DEAN	PLANNING	03/26/2018	18.48
LOWES #00220*	LOUISVILLE	ERICA BERZINS	POLICE	03/22/2018	431.77
LOWES #01989*	WESTMINSTER	DAVID DEAN	GOLF COURSE	03/31/2018	10.32
MAGNET STREET	630-6535525	EMILY KROPF	CITY MANAGER	04/03/2018	-5.37
MAILCHIMP *MONTHLY	MAILCHIMP.COM	EMILY KROPF	CITY MANAGER	04/18/2018	127.50
MASSAGE ENVY 1253	SUPERIOR	ERICA BERZINS	POLICE	04/19/2018	50.00
MGPEC	3036582503	CRAIG DUFFIN	PUBLIC WORKS	04/02/2018	65.00
MILE HIGH DENVER C	DENVER	JEFFREY FISHER	POLICE	04/04/2018	175.00
MILTONA TURF PRODUCTS	LINO LAKES	DAVID DEAN	GOLF COURSE	04/10/2018	445.73
MONOPRICE, INC.	8772712592	REMY RODRIGUES	IT	03/28/2018	6.48

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
MSC	800-645-7270	MICHAEL CLEVELAND	OPERATIONS	04/05/2018	-209.31
MSC	800-645-7270	MICHAEL CLEVELAND	OPERATIONS	04/05/2018	135.72
MURPHYS TAP HOUSE	LOUISVILLE	CHAD ROOT	BUILDING SAFETY	04/03/2018	38.50
MESSAGE MEDIA	SAN FRANCISCO	EMILY KROPF	CITY MANAGER	04/04/2018	100.00
N2 PUBLISHING	WILMINGTON	GINGER CROSS	GOLF COURSE	03/25/2018	400.00
NAPA AUTO PART 0026903	LOUISVILLE	DIANE M KREAGER	FINANCE	04/12/2018	209.34
NAPA AUTO PART 0026903	LOUISVILLE	DIANE M KREAGER	FINANCE	04/12/2018	1,219.72
NAPA AUTO PART 0026903	LOUISVILLE	VICKIE ILKO	OPERATIONS	04/10/2018	54.06
NAPA AUTO PART 0026903	LOUISVILLE	VICKIE ILKO	OPERATIONS	04/09/2018	72.08
NETBRANDS MEDIA CORP.	877-508-4569	KRISTEN BODINE	LIBRARY	04/13/2018	103.00
NORTHWEST PARKWAY LLC	303-9262500	DIANE M KREAGER	FINANCE	04/04/2018	50.15
NSC*NORTHERN SAFETY CO	800-631-1246	ANGELA NORENE	OPERATIONS	04/06/2018	226.00
O MEARA FORD	NORTHGLENN	MASON THOMPSON	OPERATIONS	04/12/2018	616.25
O MEARA FORD	NORTHGLENN	MASON THOMPSON	OPERATIONS	04/11/2018	270.25
O.C.P.O. /C.E.C.T.I.	303-3948994	MICHAEL CLEVELAND	OPERATIONS	04/19/2018	35.00
O.C.P.O. /C.E.C.T.I.	303-3948994	MICHAEL CLEVELAND	OPERATIONS	04/17/2018	35.00
O.C.P.O. /C.E.C.T.I.	303-3948994	GREG VENETTE	WATER	04/16/2018	35.00
O.C.P.O. /C.E.C.T.I.	303-3948994	GREG VENETTE	WATER	04/11/2018	35.00
O.C.P.O. /C.E.C.T.I.	303-3948994	GREG VENETTE	WATER	04/11/2018	35.00
O.C.P.O. /C.E.C.T.I.	303-3948994	TERRELL PHILLIPS	WATER	04/11/2018	35.00
O.C.P.O. /C.E.C.T.I.	303-3948994	GREG VENETTE	WATER	04/03/2018	140.00
O.C.P.O. /C.E.C.T.I.	303-3948994	GREG VENETTE	WATER	04/02/2018	55.00
O.C.P.O. /C.E.C.T.I.	303-3948994	GREG VENETTE	WATER	04/02/2018	55.00
OFFICE DEPOT # 2799	800-463-3768	DAVID BARIL	GOLF COURSE	04/19/2018	10.98
OFFICE DEPOT #1080	800-463-3768	DAVID BARIL	GOLF COURSE	04/19/2018	73.63
OFFICE DEPOT #1080	800-463-3768	DAVID BARIL	GOLF COURSE	04/18/2018	9.69
OFFICE DEPOT #1080	800-463-3768	DAVID BARIL	GOLF COURSE	04/18/2018	17.99
OFFICE DEPOT #1080	800-463-3768	DAVID BARIL	GOLF COURSE	04/18/2018	40.75
OFFICE DEPOT #1080	800-463-3768	ELIZABETH SCHETTLER	PLANNING	03/28/2018	181.78
OFFICEMAX/DEPOT 6616	SUPERIOR	BENJAMIN KURTZ	POLICE	03/23/2018	49.94
ONTARIO AIRPORT	ONTARIO	CHRISTOPHER NEVES	IT	04/06/2018	25.55
ORLEANS HOTEL & CASINO	LAS VEGAS	CHAD ROOT	BUILDING SAFETY	03/24/2018	256.67
OUGHTON'S GOLF REPA	CARMICHAEL	DAVID BARIL	GOLF COURSE	04/05/2018	224.00
PACKAGING SUPPLIERS OF	DENVER	ERICA BERZINS	POLICE	03/27/2018	113.39
PARKER STORE LOUISVILL	LOUISVILLE	AARON GRANT	PARKS	04/03/2018	19.60
PARTY CITY	LONGMONT	KATHLEEN HIX	HUMAN RESOURCES	03/28/2018	14.82
PAYFLOW/PAYPAL	08888839770	DIANE M KREAGER	FINANCE	04/02/2018	19.95
PAYFLOW/PAYPAL	08888839770	DIANE M KREAGER	FINANCE	04/02/2018	132.15
PAYPAL *CAMCA	4029357733	LINDA LEBECK	CITY CLERK	03/23/2018	66.00
PAYPAL *CAPA	4029357733	CRAIG DUFFIN	PUBLIC WORKS	04/09/2018	225.00
PAYPAL *COLORADOASS	4029357733	LAURA LOBATO	POLICE	04/17/2018	205.00
PAYPAL *LAW WEBINAR	4029357733	PHILIP LUKENS	POLICE	03/28/2018	99.00

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
PAYPAL *REGION8PRET	4029357733	JUSTIN ELKINS	WASTEWATER	04/16/2018	195.00
PAYPAL *RMWEA	4029357733	KERRY HOLLE	PUBLIC WORKS	04/05/2018	40.00
PAYPAL *RMWEA	4029357733	KERRY HOLLE	PUBLIC WORKS	04/05/2018	60.00
PAYPAL *RMWEA	4029357733	KERRY HOLLE	PUBLIC WORKS	04/05/2018	60.00
PAYPAL *SAINTBRENDA	4029357733	PEGGY JONES	REC CENTER	04/03/2018	100.00
PAYPAL *TIGERNICKGO	4029357733	DAVID BARIL	GOLF COURSE	03/31/2018	902.50
PEAR WORKPLACE SOLUTIO	303-8242000	BRIDGET BACON	LIBRARY	04/13/2018	603.75
PIONEER SAND CO 15	BROOMFIELD	AARON GRANT	PARKS	04/19/2018	369.50
PIONEER SAND CO HQ	COLORADO SPRI	THOMAS CZAJKA	OPERATIONS	04/19/2018	-11.33
PP*ADVANTAGEMOBILEUPHO	4029352244	KATHY MARTIN	REC CENTER	04/19/2018	857.60
PRAIRIE MOUNTAIN MEDIA	8884549588	DIANE M KREAGER	FINANCE	04/17/2018	1,170.39
PREMIER CHARTERS INC	303-289-2222	KATIE BEASLEY	REC CENTER	04/20/2018	529.20
PREMIER CHARTERS INC	303-289-2222	KATIE BEASLEY	REC CENTER	04/13/2018	578.20
PREMIER CHARTERS INC	303-289-2222	KATIE BEASLEY	REC CENTER	04/07/2018	529.20
PREMIER CHARTERS INC	303-289-2222	KATIE BEASLEY	REC CENTER	04/04/2018	529.20
PREMIER CHARTERS INC	303-289-2222	KATIE BEASLEY	REC CENTER	03/29/2018	529.20
PROJECT ENERGY SAVERS	BROOKLYN	GREG VENETTE	WATER	04/19/2018	50.00
PUSH PEDAL PULL-CORPOR	06055752136	KATHY MARTIN	REC CENTER	04/09/2018	1,576.08
PET SCOOP, INC. / PET	303-202-1899	DRUSILLA TIEBEN	PARKS	04/02/2018	540.00
QDOBA MEXICAN EATS QPS	08005005225	RYAN MORRIS	POLICE	03/30/2018	212.50
RED LION HOTEL	CHEYENNE	BRIDGET BACON	LIBRARY	04/14/2018	359.70
RMD CONCEPTS INC	000-000-0000	DAVID DEAN	GOLF COURSE	04/09/2018	89.95
RME*THE GOLFWORKS	800-848-8358	DAVID BARIL	GOLF COURSE	04/13/2018	116.38
ROCKYMTNSUNSCREEN ROCK	3039409803	AMANDA PERERA	REC CENTER	04/03/2018	381.71
RUNNERS ROOST LOUISVIL	LOUISVILLE	ERICA BERZINS	POLICE	04/18/2018	50.00
RVT*BVSD FACILITY USE	720-5615202	JESSE DEGRAW	REC CENTER	04/03/2018	958.50
RYAN HERCO - MOTO	BURBANK	GREG VENETTE	WATER	04/18/2018	235.80
SAFETY AND CONSTRUCTIO	DENVER	JEN KENNEY	POLICE	03/28/2018	523.98
SAFEWAY #2812	LOUISVILLE	KRISTEN PORTER	REC CENTER	04/18/2018	7.26
SAFEWAY #2812	LOUISVILLE	CHERYL KELLER	POLICE	04/18/2018	38.49
SAFEWAY #2812	LOUISVILLE	KATHY MARTIN	REC CENTER	04/12/2018	55.91
SAFEWAY #2812	LOUISVILLE	CHERYL KELLER	POLICE	04/10/2018	41.97
SAFEWAY #2812	LOUISVILLE	LINDA PARKER	REC CENTER	03/30/2018	42.42
SAFEWAY #2812	LOUISVILLE	JIM GILBERT	PARKS	03/22/2018	28.92
SAFEWAY #2812	LOUISVILLE	CATHERINE JEPSON	PARKS	03/22/2018	9.98
SAFEWAY #2812	LOUISVILLE	AUBREY HILTE	PARKS	03/21/2018	12.25
SAI TEAM SPORTS	LOUISVILLE	AMANDA PERERA	REC CENTER	04/13/2018	864.45
SBARRO 1029 Q01	LAS VEGAS	CHAD ROOT	BUILDING SAFETY	03/21/2018	14.79
SGS	RUTHERFORD	KERRY HOLLE	WATER	04/11/2018	445.50
SGS	RUTHERFORD	KERRY HOLLE	WATER	04/11/2018	891.00
SHRED-IT	905-829-2794	CHERYL KELLER	POLICE	04/04/2018	30.00
SHRED-IT USA LLC	08666474733	DIANE M KREAGER	FINANCE	04/05/2018	69.60

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
SIP.US LLC	800-566-9810	TERRELL PHILLIPS	WATER	04/10/2018	32.84
SITEONE LANDSCAPE S	BROOMFIELD	DAVID DEAN	GOLF COURSE	04/12/2018	105.95
SITEONE LANDSCAPE S	BROOMFIELD	DAVID DEAN	GOLF COURSE	04/09/2018	35.65
SITEONE LANDSCAPE S	BROOMFIELD	KERRY KRAMER	PARKS	03/26/2018	367.50
SOURCE OFFICE - VITAL	GOLDEN	MEREDYTH MUTH	CITY MANAGER	04/16/2018	20.73
SOURCE OFFICE - VITAL	GOLDEN	JIM GILBERT	PARKS	03/29/2018	10.79
SOURCE OFFICE - VITAL	GOLDEN	EMILY KROPF	CITY MANAGER	03/29/2018	67.10
SOURCE OFFICE - VITAL	GOLDEN	LESLIE RINGER	HUMAN RESOURCES	03/26/2018	237.93
SOURCE OFFICE - VITAL	GOLDEN	EMILY KROPF	CITY MANAGER	03/26/2018	198.80
SOURCE OFFICE - VITAL	GOLDEN	KERRY HOLLE	PUBLIC WORKS	03/26/2018	131.50
SOURCE OFFICE - VITAL	GOLDEN	JIM GILBERT	PARKS	03/26/2018	6.87
SOURCE OFFICE - VITAL	GOLDEN	EMILY KROPF	CITY MANAGER	03/26/2018	-249.20
SOURCE OFFICE - VITAL	GOLDEN	EMILY KROPF	CITY MANAGER	03/23/2018	249.20
SOUTHERN POLICE	804-3231855	JEN KENNEY	POLICE	04/05/2018	239.72
SOUTHWEST AIRLINES	800-435-9792	CHRISTOPHER NEVES	IT	04/09/2018	209.96
SOUTHWEST AIRLINES	800-435-9792	CHRISTOPHER NEVES	IT	04/09/2018	15.00
SOUTHWEST AIRLINES	800-435-9792	CHRISTOPHER NEVES	IT	04/09/2018	15.00
SPEEDY SIGN WORKS INC	303-5302595	DAVID BARIL	GOLF COURSE	04/11/2018	1,188.00
SQU*SQ *SIERRA BELLE L	LAFAYETTE	MARYANN DORNFELD	PARKS	04/12/2018	60.00
SQUARE *SQ *STEVE LANZ	BOULDER	CATHERINE JEPSON	PARKS	03/23/2018	390.00
STANLEY HYDRAULIC TO	5036595600	VICKIE ILKO	OPERATIONS	04/13/2018	158.53
STAPLS7193796513000003	877-8267755	LINDA LEBECK	CITY CLERK	03/27/2018	31.29
STAPLS7194563414000001	877-8267755	KAREN FREITER	LIBRARY	04/03/2018	39.09
STAPLS7194563414000002	877-8267755	KAREN FREITER	LIBRARY	03/23/2018	19.36
STAPLS7194897639000001	877-8267755	CHERYL KELLER	POLICE	03/29/2018	66.39
STAPLS7195648756000005	877-8267755	CHERYL KELLER	POLICE	04/12/2018	4.77
STAPLS7195671141000001	877-8267755	CHERYL KELLER	POLICE	04/12/2018	94.29
STAR INDUSTRIAL SUPPLI	DENVER	VICKIE ILKO	OPERATIONS	03/23/2018	127.50
STRECH PLASTICS, INC.	BANNING	DAVID BARIL	GOLF COURSE	04/06/2018	183.17
SUBWAY 00348953	LOUISVILLE	ROBIN BROOKHART	HUMAN RESOURCES	04/11/2018	79.98
SUBWAY 03149978	LOUISVILLE	MICHAEL CLEVELAND	OPERATIONS	04/11/2018	23.86
SWEET SPOT CAFE	LOUISVILLE	MICHAEL CLEVELAND	OPERATIONS	04/16/2018	25.00
SWEET SPOT CAFE	LOUISVILLE	EMBER K BRIGNULL	PARKS	04/16/2018	26.00
SWEET SPOT CAFE	LOUISVILLE	KURT KOWAR	PUBLIC WORKS	04/11/2018	176.50
SWEET SPOT CAFE	LOUISVILLE	DAVID SZABADOS	FACILITIES	03/29/2018	567.00
TARGET 00017699	SUPERIOR	RYAN MORRIS	POLICE	03/29/2018	13.33
TARGET 00017699	SUPERIOR	JILL SIEWERT	LIBRARY	03/27/2018	17.99
TARGET 00017699	SUPERIOR	JILL SIEWERT	LIBRARY	03/27/2018	117.72
TECHNOGYM USA	02066231488	JESSE DEGRAW	REC CENTER	04/11/2018	47.08
TESSCO TECHNOLOGIES	08004727373	DAVID ALDERS	PARKS	04/07/2018	102.55
THE HOME DEPOT #1506	LOUISVILLE	MICHAEL TOWERS	PARKS	04/17/2018	6.28
THE HOME DEPOT #1506	LOUISVILLE	VICKIE ILKO	OPERATIONS	04/17/2018	127.01

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	04/16/2018	44.79
THE HOME DEPOT #1506	LOUISVILLE	DAVID BARIL	GOLF COURSE	04/13/2018	9.45
THE HOME DEPOT #1506	LOUISVILLE	CRAIG DUFFIN	PUBLIC WORKS	04/12/2018	13.97
THE HOME DEPOT #1506	LOUISVILLE	PHIL LIND	FACILITIES	04/12/2018	120.73
THE HOME DEPOT #1506	LOUISVILLE	PHIL LIND	FACILITIES	04/13/2018	22.77
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	04/13/2018	26.46
THE HOME DEPOT #1506	LOUISVILLE	MATT LOOMIS	PARKS	04/11/2018	99.00
THE HOME DEPOT #1506	LOUISVILLE	DAVID ALDERS	PARKS	04/11/2018	6.50
THE HOME DEPOT #1506	LOUISVILLE	IAN HARPER	OPERATIONS	04/10/2018	64.91
THE HOME DEPOT #1506	LOUISVILLE	MICHAEL TOWERS	PARKS	04/10/2018	6.50
THE HOME DEPOT #1506	LOUISVILLE	THOMAS CZAJKA	OPERATIONS	04/10/2018	8.97
THE HOME DEPOT #1506	LOUISVILLE	AARON GRANT	PARKS	04/05/2018	7.27
THE HOME DEPOT #1506	LOUISVILLE	DAVID BARIL	GOLF COURSE	04/06/2018	127.77
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	04/05/2018	251.74
THE HOME DEPOT #1506	LOUISVILLE	AARON GRANT	PARKS	04/04/2018	24.74
THE HOME DEPOT #1506	LOUISVILLE	DAVID SZABADOS	FACILITIES	04/03/2018	45.47
THE HOME DEPOT #1506	LOUISVILLE	VICKIE ILKO	OPERATIONS	04/03/2018	208.00
THE HOME DEPOT #1506	LOUISVILLE	KERRY KRAMER	PARKS	04/02/2018	15.92
THE HOME DEPOT #1506	LOUISVILLE	BRIDGET BACON	LIBRARY	04/02/2018	11.82
THE HOME DEPOT #1506	LOUISVILLE	DANIEL PEER	PARKS	03/29/2018	14.08
THE HOME DEPOT #1506	LOUISVILLE	JACK MANIAN	OPERATIONS	03/29/2018	87.73
THE HOME DEPOT #1506	LOUISVILLE	BRADLEY AUSTIN	PARKS	03/30/2018	25.17
THE HOME DEPOT #1506	LOUISVILLE	KRISTOPHER JAGGERS	GOLF COURSE	03/30/2018	65.82
THE HOME DEPOT #1506	LOUISVILLE	MATT LOOMIS	PARKS	03/28/2018	11.13
THE HOME DEPOT #1506	LOUISVILLE	PHIL LIND	FACILITIES	03/27/2018	19.96
THE HOME DEPOT #1506	LOUISVILLE	MATT LOOMIS	PARKS	03/27/2018	7.86
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	03/27/2018	12.32
THE HOME DEPOT #1506	LOUISVILLE	KRISTOPHER JAGGERS	GOLF COURSE	03/22/2018	31.47
THE HOME DEPOT #1506	LOUISVILLE	PHIL LIND	FACILITIES	03/22/2018	2.04
THE HOME DEPOT #1506	LOUISVILLE	DAVID SZABADOS	FACILITIES	03/22/2018	22.81
THE HOME DEPOT #1506	LOUISVILLE	IAN HARPER	OPERATIONS	03/21/2018	13.93
THE HOME DEPOT #1546	BOULDER	MIKE KARBGINSKY	FACILITIES	03/23/2018	75.94
THE HOME DEPOT 1506	LOUISVILLE	PHIL LIND	FACILITIES	03/23/2018	240.08
THE ORLEANS: ONDORI	LAS VEGAS	CHAD ROOT	BUILDING SAFETY	03/22/2018	11.82
THE SAGE CORPORATION	CAMP HILL	VICKIE ILKO	OPERATIONS	03/29/2018	225.00
THE SAGE CORPORATION	CAMP HILL	VICKIE ILKO	OPERATIONS	03/29/2018	225.00
THE UPS STORE #5183	SUPERIOR	JUSTIN ELKINS	WASTEWATER	04/06/2018	141.38
THEPARKINGSPOT-208	AURORA	CHRISTOPHER NEVES	IT	04/06/2018	21.89
TODOIST.COM	8778877815	DAVID ALDERS	PARKS	04/10/2018	28.99
TST* THE BOULDER DUSHA	BOULDER	KATIE BEASLEY	REC CENTER	04/05/2018	289.50
TST* THE HUCKLEBERRY	LOUISVILLE	JUDY SEARLE	CITY MANAGER	04/18/2018	222.25
TST* THE HUCKLEBERRY	LOUISVILLE	DAVID D HAYES	POLICE	03/28/2018	28.65

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
U.S. KIDS GOLF - OUTLE	770-4413077	DAVID BARIL	GOLF COURSE	04/17/2018	89.08
UBER TRIP 7IAIP	8005928996	CHRISTOPHER NEVES	IT	04/06/2018	8.00
UBER TRIP 7IAIP	8005928996	CHRISTOPHER NEVES	IT	04/06/2018	36.47
UBER TRIP DD4E2	8005928996	CHRISTOPHER NEVES	IT	04/05/2018	2.00
UBER TRIP DD4E2	8005928996	CHRISTOPHER NEVES	IT	04/05/2018	6.86
UBER TRIP XYPV7	8005928996	CHRISTOPHER NEVES	IT	04/04/2018	8.00
UBER TRIP XYPV7	8005928996	CHRISTOPHER NEVES	IT	04/04/2018	35.83
UNITED SITE SERVICE	508-594-2564	CATHERINE JEPSON	PARKS	04/12/2018	118.55
USA BLUE BOOK	08004939876	KERRY HOLLE	WATER	04/03/2018	62.77
USA BLUE BOOK	08004939876	JUSTIN ELKINS	WASTEWATER	04/02/2018	350.48
USPS PO 0756700237	SUPERIOR	BRIDGET BACON	LIBRARY	04/18/2018	10.85
USPS PO 0756700237	SUPERIOR	ERICA BERZINS	POLICE	04/04/2018	33.05
VZWRLSS*MY VZ VB P	800-922-0204	DIANE M KREAGER	FINANCE	04/12/2018	413.78
VZWRLSS*MY VZ VB P	800-922-0204	DIANE M KREAGER	FINANCE	04/12/2018	911.89
VZWRLSS*MY VZ VB P	800-922-0204	DIANE M KREAGER	FINANCE	04/03/2018	1,769.70
VZWRLSS*MY VZ VB P	800-922-0204	DIANE M KREAGER	FINANCE	04/03/2018	1,248.88
VZWRLSS*PRPAY AUTOPAY	888-294-6804	CRAIG DUFFIN	PUBLIC WORKS	04/05/2018	20.00
WATERLOO ICEHOUSE	LOUISVILLE	CHAD ROOT	BUILDING SAFETY	04/19/2018	48.00
WATERLOO ICEHOUSE	LOUISVILLE	HEATHER BALSER	CITY MANAGER	04/02/2018	60.50
WESTERN PAPER DISTRIBU	DENVER	DAVID BARIL	GOLF COURSE	04/03/2018	129.15
WESTIN	HENDERSON	CHAD ROOT	BUILDING SAFETY	03/25/2018	191.77
WW GRAINGER	877-2022594	KERRY HOLLE	WATER	04/19/2018	23.20
WW GRAINGER	877-2022594	KERRY HOLLE	WATER	04/19/2018	24.30
WW GRAINGER	877-2022594	DAVID SZABADOS	FACILITIES	04/17/2018	28.59
WW GRAINGER	877-2022594	DAVID SZABADOS	FACILITIES	04/16/2018	154.98
WW GRAINGER	877-2022594	KERRY HOLLE	WATER	04/10/2018	178.68
WW GRAINGER	877-2022594	JUSTIN ELKINS	WASTEWATER	04/02/2018	279.57
WW GRAINGER	877-2022594	KERRY HOLLE	WATER	04/02/2018	6.92
WW GRAINGER	877-2022594	KERRY HOLLE	WATER	04/02/2018	35.04
WW GRAINGER	877-2022594	KERRY HOLLE	WATER	04/02/2018	47.15
WW GRAINGER	877-2022594	JUSTIN ELKINS	WASTEWATER	03/29/2018	676.39
WW GRAINGER	877-2022594	CATHERINE JEPSON	PARKS	03/28/2018	175.56
WW GRAINGER	877-2022594	ERIK SWIATEK	PARKS	03/22/2018	58.46
WW GRAINGER	877-2022594	KERRY HOLLE	PUBLIC WORKS	03/22/2018	27.90
WWW.KOHL.S.COM #0873	866-887-8884	PATRICIA MORGAN	REC CENTER	04/02/2018	611.76
		PATRICK FITZGIBBONS	POLICE	04/18/2018	2.78
TOTAL					\$ 85,327.28

CITY OF LOUISVILLE				
EXPENDITURE APPROVALS \$25,000.00 - \$99,999.99				
APRIL 2018				
DATE	P.O. #	VENDOR	DESCRIPTION	AMOUNT
4/17/2018	2018092	Center for Resource Conservation	Slow the Flow Water Audit Program	\$35,706.50
			<i>The CRC implements an annual Slow the Flow Program. In 2018, the</i>	
			<i>City is looking to participate in six programs offered.</i>	

City Council Meeting Minutes

**May 1, 2018
City Hall, Council Chambers
749 Main Street
7:00 PM**

Call to Order – Mayor Muckle called the meeting to order at 7:00 p.m.

Roll Call was taken and the following members were present:

City Council: ***Mayor Robert Muckle
Mayor Pro Tem Jeff Lipton
Councilmember Jay Keany
Councilmember Chris Leh
Councilmember Susan Loo
Councilmember Dennis Maloney
Councilmember Ashley Stolzmann***

Staff Present: ***Heather Balser, City Manager
Megan Davis, Deputy City Manager
Kevin Watson, Finance Director
Joe Stevens, Director of Parks & Recreation
Aaron DeJong, Director of Economic Development
Kurt Kowar, Director of Public Works
Rob Zuccaro, Director of Planning & Building Safety
Emily Hogan, Assistant to the City Manager
Meredyth Muth, City Clerk***

Others Present: ***Sam Light, City Attorney***

PLEDGE OF ALLEGIANCE

All rose for the pledge of allegiance.

APPROVAL OF AGENDA

Mayor Muckle called for changes to the agenda and hearing none, moved to approve the agenda; seconded by Councilmember Keany. All were in favor.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Anna Finkelstein, Center for People with Disabilities, stated she is here with residents of Kestrel to ask for a sidewalk on Highway 42 and a traffic signal at Hecla Drive and Highway 42 so residents can get from Kestrel across the street safely to the grocery store.

Jane Lagrander, 1906 Kaylix Avenue, Apt 101, stated she is unable cross the street at Hecla to get to the grocery store. There needs to be a crosswalk and light installed and the speed limit lowered. She noted people are still crossing the road where there was a previous fatality.

Luca Abruscato, 1220 Kaylix Avenue, stated he would like a light or a pedestrian crossing at Hecla and Highway 42. There needs to be a sidewalk there within a reasonable amount of time.

Deb Fahey, 1118 West Enclave Circle, stated that at the recent Sustainability Board meeting the 5th graders at LES presented their idea for a plastic bag tax. She noted California has banned plastic bags. It can be done and there are people that approve of this idea.

Amy Dixon, 732 South Pratt Parkway, Longmont CO, stated she is a staff member at the Center for People with Disabilities. She stated they help people get out of nursing homes and into independent living, but then they are traffic bound in an apartment and can't get to the grocery store. There needs to be a fix for the pedestrians.

Maria Stepanyan, Executive Director of the Center for People with Disabilities, stated they support these fixes at Kestrel and are willing to help.

APPROVAL OF THE CONSENT AGENDA

MOTION: Mayor Muckle moved to approve the consent agenda removing item C to the regular agenda; seconded by Councilmember Stolzmann. All were in favor.

- A. Approval of Bills**
- B. Approval of Minutes: April 17, 2018**
- C. South Boulder Road Connectivity Feasibility Study and Plan *moved to regular agenda***
 - 1. Approval of Contract Between the City of Louisville and Fehr and Peers for the South Boulder Road Pedestrian and Bicycle Connectivity Feasibility Study and Plan**
 - 2. Approval of Resolution No. 24, Series 2018 – A Resolution Approving a Grant Agreement Between the City of Louisville and the State Board of the Great Outdoors Colorado Trust Fund for Funding of the City of Louisville South Boulder Road Pedestrian and Bicycle Connectivity Feasibility Study and Plan**

- D. Approval of Resolution No. 25, Series 2018 – A Resolution Approving a Business Assistance Agreement with Solid Power, Inc. for an Economic Development Project in the City of Louisville***
- E. Approval of 2018 Water Main Replacement Contract***
- F. Approval of 2018 Older American's Month Proclamation***

COUNCIL INFORMATIONAL COMMENTS ON PERTINENT ITEMS NOT ON THE AGENDA

Mayor Muckle stated the City is aware of the issues at the crossing at Kestrel and are actively working on making the intersection safer. He noted it is a State Highway which the City doesn't control; but we are working through the process to have a light installed.

Director Kowar stated staff is gathering data to make our case to CDOT to get the approvals for the light and to lower the speed limit. CDOT will make the final decision. We want to make sure anything we do quickly doesn't make it worse. A sidewalk will be in place in the next 30-45 days. The traffic signal is in design, it is a 6-9 month design process, followed by a 6-9 month construction process. We are also working with other property owners for other connections as well.

Mayor Muckle noted there is a requirement from the State that the need must be there before the light can be installed.

Councilmember Loo stated perhaps Kestrel can work with Via to help with a shuttle for the grocery store.

CITY MANAGER'S REPORT

City Manager Balser thanked the Kestrel residents for their comments. She asked Director DeJong to report on the Downtown Business District's conversation about a possible Business Improvement District election. He stated members of the district were originally interested in perhaps doing a mill levy election in November but they have now decided not to move forward with this in 2018.

City Manager Balser asked Director Zuccaro to give an update on the Design Guidelines process. Director Zuccaro stated the Industrial and Commercial Design Guidelines update has begun with public meetings the last couple months. Staff will meet with Council in June for more direction and to make sure staff is on the right track before drafting the document and having further public input. He stated Envision Louisville currently has a survey posted for people to give input.

Director Zuccaro noted it is National Preservation Month and the City created coasters for the restaurants to celebrate some of our local landmarks.

REGULAR BUSINESS

PROCLAMATION – SISTER CARMEN COMMUNITY CENTER DAY

Mayor Muckle presented the proclamation celebrating their 40th anniversary. Dave Ireland, board member of Sister Carmen, thanked the City for their support and noted some upcoming events to support the center.

RESOLUTION NO. 17, SERIES 2018 – A RESOLUTION APPROVING A FINAL PUD TO ALLOW FOR A 37,171 SQUARE FOOT COMMERCIAL BUILDING, WHICH INCLUDES A 10,754 SF PARKING GARAGE, ON TWO LOTS TOTALING 14,114 SQUARE FEET ZONED CC; A FINAL PLAT TO VACATE THE LOT LINE BETWEEN LOTS 8 AND 9, BLOCK 3, TOWN OF LOUISVILLE; AND A SRU TO ALLOW FOR OUTDOOR EATING AND DRINKING ESTABLISHMENTS AND A PARKING GARAGE; LOTS 8 & 9, BLOCK 3, TOWN OF LOUISVILLE SUBDIVISION (712 & 722 MAIN STREET) *continued from 3/20/18; applicant requests continuance to 7/17/18*

Mayor Muckle reopened the public hearing. He stated the applicant has asked for a continuance to July 17th.

Councilmember Stolzmann asked about a comment in the applicant letter regarding “conflicting information.” Mayor Muckle noted that conversation should happen at the July 17 meeting.

Mayor Muckle moved to approve the continuance to July 17; Mayor Pro Tem Lipton seconded, all in favor.

RESOLUTION NO. 26, SERIES 2018 – A RESOLUTION APPROVING A REQUEST TO EXTEND THE APPROVED PLANNED UNIT DEVELOPMENT FOR THE LOUISVILLE MILL SITE FOR THREE YEARS

Planner Trice stated the applicant, Louisville Mill Site, LLC, requests a 3-year extension for the Planned Unit Development (PUD) for the property at 500-544 County Road, which will expire on May 19, 2018. The applicant is not requesting any changes to the 2015 approved PUD. Staff recommends approval of the request.

Public Comments

Jeff Meier, 470 County Road, stated he supports the development but is frustrated by the lack of activity on the site. He asked if Council can ask some questions about why it’s not moving forward. He inquired if the approval can be for less than three years?

Councilmember Stolzmann stated she finds the PUD still meets the criteria for the PUD and therefore it must be approved as that is the criteria by which it must be judged. The alternative is to deny it which would mean someone would have to start over which would take even longer.

Mayor Muckle stated he agreed with Councilmember Stolzmann and he hopes the floodplain resolution will help get this moving. Councilmember Keany agreed.

Councilmember Keany moved to approve Resolution No. 26, Series 2018; Councilmember Maloney second. All in favor.

DISCUSSION/DIRECTION/ACTION – LOCATION FOR THE MINERS CABINS

Planner Trice stated the City acquired and relocated the Miners Cabins from 825 Lee Avenue to temporary storage at the City Services building on January 4, 2018 so the City could take additional time to determine the best location for the cabins and complete the landmarking process. The next step is to conduct a feasibility analysis of three possible locations to determine their final home.

Trice reviewed the eight proposed locations: John Breaux Memorial Park; Highway 42 & Pine Street; South Main Street (across from Elks Club); Nawatny Greenway; Miners Field; Golf Course; Arboretum; and Jefferson Avenue & Hutchinson Avenue. She noted the HPC recommendation for the following three sites: one cabin at Breaux Park or Miners Field and one at Highway 42 and Pine; both at Miners Field; and both at Jefferson and Hutchinson.

Staff requests City Council approval to move forward with Phase 2 of the contract with analysis of three locations and direction on which three sites to analyze.

Councilmember Loo asked if the Miners Field location would conflict with the use of the field and if there is a problem with the dedication of the property. Trice stated there was some concern the cabins could be hit by baseballs and damaged; but staff now feels the field will work without a problem. Staff has submitted a CIP to realign the outfield fence which would give more space. Trice stated the dedication issue has been resolved. Director Zuccaro stated all of this will be part of the analysis in the contract.

Councilmember Loo stated the Parks Board should be consulted on this location. That site needs to be vetted carefully.

Councilmember Maloney asked if this would affect the shape of miners field. Director Stevens stated the existing fence line is not an arc shape and needs to be realigned. He stated there are things we can do to mitigate the effect on the cabins. Trice stated if this site is chose for consideration, the trees and drainage will be evaluated as well.

Councilmember Stolzmann asked if it would be cheaper to evaluate fewer than three sites.

Public Comments

Deb Fahey, 1118 West Enclave Circle, stated the HPC was very clear that they want one of the cabins at Highway 42 and Pine Street and one at John Breaux Park and that one be rehabilitated and open to the public.

Jean Morgan, 1131 Spruce Street, stated she has emailed a petition from last year asking for one cabin to go to Highway 42 and Pine and one at Miners Field. She stated if they are to be kept together, they should be at Miners field. Highway 42 and Pine is also a good location. She noted Miners Field is close to their original location and accessible to students.

Councilmember Stolzmann stated she doesn't feel there are good criteria identifying what we want in a site. She listed her criteria in her decision making: proximity to original location; ability to locate the cabins together; accessibility to view/tour the cabins; public sentiment toward a location; and cost. Her assumption is it costs more for two sites to be prepared for relocation than for one. She feels the Miners Field location meets all of these criteria. She stated going forward she is very wary of the cost and wants to keep the cost below the \$250,000 price tag.

Councilmember Keany stated he supports keeping the cabins together but it is not essential. Pine and Highway 42 isn't a place people will really see it well. Breaux Park is not big enough and he would rather not disrupt the park. His first choice is Miners Field; second choice is Hutchinson and Jefferson as it is adjacent to Old Town and has ties into the Acme Mine location.

Councilmember Loo stated she objects to using Miners Field as it is too cramped to host school children tours. She supports the Hutchinson location; it is next to a mine and close to an elementary school. The Arboretum would be a great way to spread around the history.

Councilmember Maloney stated he likes the Pine and Highway 42 location as you get a sense of our history as you drive by. He thinks Miners field is a good location as is the arboretum. The Nawatny Greenway would be a nice mix of new and old.

Councilmember Leh stated the cost is too high and we need to control that. He would like to help minimize the cost by limiting the sites for consideration. He would like to use some volunteer efforts in this project and spend less.

Mayor Muckle stated Miners Field is the best site for its historic context.

Mayor Pro Tem Lipton agreed Breaux Park is not appropriate. Other locations are adjacent to single family residential and he is not sure having tours there is a good idea as it impacts the neighbors. He leans towards Miners Field. The major cost is not in this site review but in the moving and rehabilitation.

City Attorney Light explained his interpretation that at least one of the sites needs to be in the existing Historic Preservation area to use Historic Preservation Fund (HPF) money on the site research. Councilmember Stolzmann stated her interpretation that the cabins came from the original historic preservation area so these expenditures are acceptable.

Mayor Muckle moved to study two options: 1) both cabins at Miners Field and 2) one at Miners Field and one at Highway 42. Councilmember Keany seconded.

Councilmember Leh stated some concerns for the Highway 42 site. Councilmember Loo agreed.

Councilmember Loo stated she would like Hutchinson and/or Nawatny Greenway as they may be cheaper for installation.

Vote: Motion passed 4-3 (Mayor Muckle, Mayor Pro Tem Lipton, Council Member Stolzmann, Council Member Maloney voted yes.)

Councilmember Keany asked that if there is no savings in only doing two options would Council like to consider adding a third site. Director Zuccaro stated staff will bring back the item if there are no cost savings in only doing two.

South Boulder Road Connectivity Feasibility Study and Plan

Approval of Contract Between the City of Louisville and Fehr and Peers for the South Boulder Road Pedestrian and Bicycle Connectivity Feasibility Study and Plan

Approval of Resolution No. 24, Series 2018 – A Resolution Approving a Grant Agreement Between the City of Louisville and the State Board of the Great Outdoors Colorado Trust Fund for Funding of the City of Louisville South Boulder Road Pedestrian and Bicycle Connectivity Feasibility Study and Plan

Moved from consent

Director Kowar stated this item is to hire a consultant to establish a baseline for the South Boulder Road corridor for data around accidents, traffic volumes, safety, existing facilities, and possible new facilities. Part of this would be funded by a grant from Great Outdoors Colorado (GOCO). This is a discussion of the whole corridor and the feasibility of improvements at various locations.

Councilmember Stolzmann stated she asked this be removed to the regular agenda so Council can narrow the focus of the study. She feels we already have public feedback and know people want an underpass at South Boulder Road and Main Street and one at South Boulder Road and Eisenhower Avenue. We know we want to these two underpasses designed in this process and after that we can discuss funding and priorities. The public needs to know we have heard them and are being responsive.

Other improvements would be complementary, but they should not be ways to avoid doing the underpasses.

Councilmember Maloney asked how this fits into the Transportation Master Plan (TMP) which will have a long list of transportation needs. Director Kowar stated the TMP is a high level viewpoint of city needs with many projects. This project will be very specific to the needs of the South Boulder Road corridor and getting more information and more certainty on pricing.

Councilmember Loo asked if we don't use the \$75K from GOCO for this, could we use it elsewhere. Deputy City Manager Davis stated narrowing the focus may be acceptable. The grant application stated there would be three alternatives so if we reduced the scope of work it might change the funding level.

Councilmember Leh stated people have spoken and they want an underpass. The proposal talks a great bit about public engagement; but we may not need that on this topic; we know what they want.

Councilmember Keany stated there may be options other than an underpass that are financially feasible and we should not discount options that will make it safer to cross South Boulder Road. He stated we may not need the public outreach.

Mayor Pro Tem Lipton stated his expectation is cost estimates for underpasses and other options not at-grade that may integrate into a longer term solution. Traffic will only get worse on South Boulder Road. We committed to the community that we would get a cost estimate on a tunnel and other options are also helpful. We should also look at bike lanes on South Boulder Road. At a minimum we would like estimates on underpasses at the two locations and any other options not at-grade.

Director Kowar stated staff will have to justify the costs of these improvements so some public process will likely be needed to make sure we are on track.

Mayor Muckle supported focusing on getting outcomes we know our citizens want; underpasses at Main Street and at Eisenhower. He noted the Main Street crossing could be very expensive; we should study our options there.

Councilmember Stolzmann moved to give staff direction that two of the three designs be underpasses at Eisenhower and Main. Councilmember Maloney seconded. All in favor.

Councilmember Keany asked if we find an overpass is significantly cheaper than an underpass that the information be included.

Councilmember Keany moved to approve the contract with the amendments as directed by Council; Councilmember Stolzmann seconded.

Vote: Motion carried by unanimous roll call vote

Councilmember Keany moved to approve Resolution No. 24 with authorization for the Mayor and City Manager to negotiate and approve potential revisions to the grant contract to meet the direction from Council; Councilmember Maloney seconded.

Vote: Motion carried by unanimous roll call.

DISCUSSION/DIRECTION – CITY PROGRAMS, GOALS AND KEY PERFORMANCE INDICATORS

Assistant to the City Manager Hogan stated City Council adopted the City's first program-based budget in which revenues and expenditures were organized by programs and services in 2016. The budget was structured into 10 Program areas and 38 Sub-Programs to make it easier for the public to understand where the City invests taxes and fees to provide services and for Council to evaluate how efficiently and effectively the City uses those resources to achieve the objectives of each Sub-Program.

She stated progress toward the objectives of each Sub-Program is measured by Key Performance Indicators (KPIs). 38 KPIs were developed for the City's Sub-Programs. Staff reviews the KPIs annually to determine if the goals and objectives accurately represent staff's activities and if there are different KPIs that should be used to evaluate progress in accomplishing those goals and objectives. The proposed changes have been incorporated in the KPIs for Council's review. Reviewing the KPIs annually ensures that the City is using measures that provide useful information in regards to efficiency and effectiveness.

Staff is seeking feedback on these so they can begin collecting data for the upcoming budget retreat in July.

Public Comments – None.

Councilmember Maloney stated the KPIs evaluate the success of City programs and subprograms and ideally serve three purposes: 1) as a performance tool to help us continually improve, 2) as a management tool, and 3) most importantly as a communication tool to inform our citizens how the city is investing tax dollars and providing services.

Councilmember Maloney stated the Finance Committee discussed these but did not change any of the proposed revisions to the KPIs. He stated the conceptual framework is understood at varying levels in staff and in the Council. These should answer the question how do we know if a program is successful. Some KPIs answer this better than others. If we continue to use the KPIs we need to have Council and staff better understand these.

Councilmember Stolzmann agreed with Councilmember Maloney. This is about communication to the public but is also for Council to understand success and directors to manage their areas. When she looks closely at the KPIs in the areas where she hears complaints, these KPIs should tell us if we are doing well or not. She stated all sheets need more data, particularly those that have not changed from previous years. Previous year's information should be in all versions. All of the KPIs relate to FTEs, budget costs, and financial data and we need all that information with the KPIs. She requested each effectiveness measurement also needs a target number listed so we know if we are meeting the goal.

Mayor Pro Tem Lipton stated he views this as a continual work in progress. It is getting better but how we define success is different from our goal. That is the next step. We need to invest some additional time and training to get there. We need to better link the program budgeting with the KPIs. We are making good progress.

Councilmember Maloney stated the KPIs are integral to program budgeting so we need to embrace it and do it well.

Councilmember Loo asked if we think this much work is creating real productivity. She asked how we are measuring success and how do we keep people from gaming the system to look successful. She stated it is hard to measure quality using this system. We can measure the number of streets plowed, etc, but doesn't tell you if there are problems in that plowing. The quality of the work matters and right now she doesn't see how we are measuring that.

Mayor Muckle stated it is hard to come up with good KPIs that give us the information we want. He thinks we are pretty close to having KPIs we can use. We want some consistency in the KPIs and we will need to improve them as we move forward. He proposed all councilmembers submit recommendations for changes to staff and the Finance Committee will review those to bring a new version back to Council.

Councilmember Stolzmann stated the KPIs are supposed to give us information on quality; we can amend them to get more specific information. We need to look at them closely to see if we are getting the information we want. These will be more useful when employees embrace them. There is some work to be done, but some areas are top notch.

Councilmember Keany feels some of the information is useful but it is a lot of data to absorb. There needs to be more qualifying information to make them understandable.

Councilmember Maloney stated there is a qualitative measure in here but we need more information from residents if we are meeting expectations. Part of that is to complete a citizen survey more frequently.

Councilmember Leh asked how staff is evaluating the KPIs; they need to be worth the energy we are putting into them. City Manager Balser stated staff made suggested edits. We are looking to have continual improvement. We do need the trend data to see where we are.

Councilmember Leh suggested adding some KPIs on the effectiveness of Council.

Councilmember Stolzmann stated there are opportunities to measure if we are getting what we want without a survey. We would need to identify areas where we want specific information. We have to make sure the measurements are what we want to measure.

DISCUSSION/DIRECTION/ACTION – REQUEST FOR PARTICIPATION IN AMICUS BRIEF TO COLORADO SUPREME COURT

City Attorney Light stated the Boulder County Commissioners have asked whether the City would like to join in an amicus brief the County plans to file with the Colorado Supreme Court in *Colorado Oil and Gas Conservation Commission (“COGCC”) v. Martinez*, Case No. 27SC297. The amicus brief urges the Supreme Court to affirm the holding of the Court of Appeals (discussed below). If the City cares to participate staff would need that direction this evening. The County has asked other jurisdictions to participate as well.

To participate in the amicus brief, Louisville would need only sign the brief prepared by Boulder County. By signing the brief, Louisville would not become a party to the case; rather, Louisville’s signing would express its support for the arguments advanced in the amicus brief in support of the holding of the Court of Appeals. The County states the current filing deadline for the brief is May 7, 2018.

The heart of this issue is looking at what the COGCC did when they received a request to make a rule that requires protection of health, safety, and environmental resources. The COGCC stated they did not have the jurisdiction to promulgate such a rule.

Councilmember Loo noted the amicus brief in the packet is a draft. She asked if we would be signing onto a draft or final version. Attorney Light stated what is in the packet is a draft but we would be signing onto a final version which will be substantively like what is in the packet.

Councilmember Leh asked how many municipalities are submitting briefs. Attorney Light stated we only know those Boulder has listed and we don’t have any information if others are submitting separately.

Public comments – None.

Mayor Muckle stated he based his thinking on whether it would be good for our residents or if this would be good for their health, and he thinks it would be.

Councilmember Loo stated she feels this is a draconian precautionary approach. This proposal negates the 5th Amendment (Due Process) by taking away people's right to their mineral rights. If someone wants to support this, they should not use any energy. She does not support signing on.

Mayor Muckle stated the question before the court is whether safety has to be considered when making a decision on drilling. It is believed by many that the balance towards safety has not been considered by the COGCC. He stated he is interested in the COGCC being required to at least consider health and safety in its decision making.

Councilmember Stolzmann supports signing on to the brief because it is about the rule making authority of the COGCC and we do want them to absolutely consider health and safety when setting their rules. We don't have local control on this issue so we want them to do this.

Councilmember Leh stated the difficulty is the courts have made gas decisions a matter of state wide concern so we have no local decision making authority. If we can add our voice to indicate that the COGCC should take into consideration health and safety it is worth signing on to.

Mayor Pro Tem Lipton stated this isn't setting a foundation to ban gas drilling; it is protecting safety within the urban core and the ability to set rules that make sure health and safety are protected as people extract their mineral rights. What if someone wanted to reopen a coal mine here; would we want the ability to regulate safety in doing that. He stated local control is important; protection of private property rights is also important but it shouldn't supersede health and safety. As practical matter, local control is important to us.

Councilmember Maloney stated that as an elected official public safety is the number one priority. We have to respect property rights and mineral rights as well. There needs to be a balance.

Councilmember Keany stated he is a strong supporter of private property rights, but we do have safety rules we all abide by and that is the concern. He is cautiously supportive of this.

Mayor Muckle stated there is no doubt the COGCC will protect people's right to get to their mineral rights; we need to make sure safety is taken into consideration.

Councilmember Loo stated it seems we are making the assumption the COGCC has been being unsafe in the past and that is not true. Councilmember Maloney stated they aren't being dangerous but they should have to balance the issues.

Mayor Muckle stated technology is allowing drilling closer to urban areas now and safety needs to be a consideration.

Councilmember Stolzmann moved to have the City sign the brief, Councilmember Leh seconded the motion. Voice vote 6-1 (Loo voting no).

CITY ATTORNEY'S REPORT

None.

COUNCIL COMMENTS, COMMITTEE REPORTS, AND IDENTIFICATION OF FUTURE AGENDA ITEMS

City Manager Balser reviewed the May 8 meeting agenda.

ADJOURN

Members adjourned at 9:50 pm.

Robert P. Muckle, Mayor

Meredyth Muth, City Clerk

City Council Special Meeting Minutes

**May 8, 2018
Library Meeting Room
951 Spruce Street
7:00 PM**

Call to Order – Mayor Pro Tem Lipton called the meeting to order at 7:00 p.m.

Roll Call was taken and the following members were present:

City Council: ***Mayor Robert Muckle (arrived 7:02 pm)
Mayor Pro Tem Jeff Lipton
Councilmember Jay Keany
Councilmember Chris Leh (arrived 7:04 pm)
Councilmember Dennis Maloney
Councilmember Ashley Stolzmann***

Absent: ***Councilmember Susan Loo***

Staff Present: ***Heather Balser, City Manager
Megan Davis, Deputy City Manager
Emily Hogan, Assistant to the City Manager
Katie Baum, Sustainability Specialist
Kathleen Hix, Director of Human Resources
Meredyth Muth, City Clerk***

DISCUSSION/DIRECTION – ENERGY FUTURE PARTNERSHIP WITH XCEL ENERGY

Assistant to the City Manager Hogan stated that in March 2018, Council approved a 2-Year Work Plan for the Sustainability Action Plan (SAP) to measure the City's progress in achieving the strategies identified in the SAP and establish recommended actions for continuing the City's progress in achieving the goals of the Small Area Plan. One of the top recommended actions of the 2-Year Work Plan for 2018/2019 is to partner with Xcel Energy to increase the share of alternative energy for our community.

City representatives reached out to Xcel to see what opportunities currently exist to increase the community's share of alternative energy. Xcel suggested the City consider entering into a Memorandum of Understanding (MOU) for Energy Future Collaboration. The MOU would establish a voluntary partnership between the City and Xcel with the goal of developing a strategy for achievement of a shared vision through collaboration

focused on innovation, clean energy, economic development opportunities, customer choice programs and technology. The process for drafting the MOU begins by establishing mutual values, vision and guiding principles, which can be based on the goals and strategies identified in the SAP and the values listed in the City's Comprehensive Plan. Additionally, staff will work with Xcel to create a work plan with potential short and long-term focus areas.

Xcel is seeking support from the City on House Bill 18-1428, the Colorado Community Energy and Innovation Collaboration Act. The bill aims to build a statewide framework that allows communities to enter into an agreement to achieve the community's energy-related goals, similar to the Energy Future Collaboration, and would streamline processes for new or modified services and programs.

Staff recommends City Council direct staff to begin the process of drafting an MOU for Energy Future Collaboration with Xcel and also requests Council appoint a liaison to work with staff in the development of the MOU. Staff also recommends City Council direct staff to support HB 18-1428 and contact Xcel to be listed as a supporting community and the bill's sponsor to relay the City's support of the bill.

Councilmember Stolzmann stated she and Councilmember Loo met with staff from Xcel to discuss the program and feel this MOU aligns with our sustainability goals. She and Councilmember Loo are also interested in the Renewable Connect program to work on an additional solar garden to move towards being carbon neutral as a City.

City Manager Balser stated staff is ready to begin drafting the MOU but would like to confirm Council is interested and if a Councilmember will be a liaison.

Mayor Pro Tem Lipton asked about the status of the House Bill. Deputy City Manager Davis stated the bill died in the legislature this week.

Mayor Pro Tem Lipton asked if this would be an exclusive agreement. City Manager Balser stated staff has not heard this is exclusive. Mayor Pro Tem Lipton would like to make sure we can still explore other opportunities if they present themselves.

Councilmember Maloney stated his support for the MOU. We are looking for clean energy for the best possible price. He added the Sustainability Board should be included in the conversations.

Mayor Muckle stated his support. He would like some understanding of what we are doing to drive new generation. Councilmember Stolzmann stated most cities in the program want new renewable sources. Each municipality can create an MOU that meets its own needs and priorities.

Members agreed staff should begin work on the MOU and appointed Councilmembers Stolzmann and Loo to serve as the Council liaisons to this project.

**DISCUSSION/DIRECTION –
2018 CITIZEN SURVEY**

Hogan stated that during the annual review of the City's Programs and Key Performance Indicators (KPIs), staff suggested the Citizen Survey be conducted every two years instead of four years to provide useful trend data. A number of effectiveness measures in the KPIs use the results of the Citizen Survey to determine how well a program is meeting its goals and addressing the needs of residents

Staff suggests a 2018 Citizen Survey focus on resident satisfaction with the City's programs and services as listed in the effectiveness measures of the KPIs, as well as several policy issues (for example, Historical Museum Visitor Center, transportation, trash service for HOAs and commercial properties). The survey can be mailed by June or July and staff can have the results by September or October. The results can provide additional information for Council to use during the 2019/2020 budget process.

Staff recommends City Council direct staff to begin the process for the 2018 Citizen Survey. Staff also requests Council appoint two liaisons to work with staff in the development of the survey.

Mayor Muckle stated a two-year cycle makes sense to help with the KPIs and resident satisfaction.

Councilmember Stolzmann stated there are probably policy questions that should be surveyed more regularly. She stated for the performance indicators she would take a different approach of asking our Boards and Commissions to weigh in on an annual basis on the relevant KPI topics.

Councilmember Maloney suggested using a four-year cycle for general questions and policy questions on an alternating four-year cycle without mixing them. He noted using the general survey for the KPIs may be asking people about programs they don't use.

Councilmember Leh stated policy questions are important and should be asked every two years. Those issues get lost in the general survey and we need those answers more often.

Mayor Muckle stated he was not sure the boards are the best way to get input for some questions; their views may not be consistent with the public at large. He likes the idea of using the boards on the KPIs but there may be some on which we want citizen input. We probably need to expect some policy questions on the general survey every four years to get the answers we need in those budget years.

Councilmember Stolzmann asked how the policy questions will be determined. Balser stated some ideas already related to current topics (trash for HOAs, museum visitor center, transportation options, etc.).

Mayor Muckle asked members to send Balser ideas on policy questions. Balser stated staff would bring a draft of the survey to Council for review.

Members noted they would like more context in the questions to give people more information in the survey including costs and identifying priorities.

Public Comments

John Leary stated board/commission input may reflect different values than the general public. If the plan is to use the information for the KPIs you need to ask specific questions to make it meaningful.

Deb Fahey stated getting specific information for a KPI or a program can be done in a survey; she stated the questions shouldn't be influenced by staff.

Members appointed Mayor Muckle and Councilmember Leh to serve as Council liaisons for the project.

DISCUSSION/DIRECTION – CITY OF LOUISVILLE STRATEGIC PLAN OUTLINE

Deputy City Manager Davis stated the idea of having a strategic plan was discussed as a part of the hiring of the new City Manager. She reviewed an outline for a strategic plan that would focus on the city internally, the operations, and a city work plan. It would create a road map and a guiding document around an established mission, vision and values. This would establish strategic/key priorities the entire organization is working towards. A strategic plan is also a communication tool we can use to let our residents know what we value and what our priorities are.

The process would include looking at existing plans, SWOTs, and environmental scans with the help of a facilitator. Once there is a defined mission, vision, and values we can find strategies to implement the plan and how to keep it up to date.

The City could hire a consultant to help with the project or do some of the work in-house and only hire a facilitator for some of the focus groups and/or SWOTs. Staff hopes to get this completed in the next 4.5 to 5 months.

Councilmember Leh stated he tends to be skeptical of these processes but all of the city manager candidates noted we don't have such a plan. He feels a more in-house approach might be better. He asked Balser what she wants to see out of this.

Balser stated there are a lot of good plans already in the various departments, but we don't have an overall plan. It is about alignment so everyone is working towards the same goals; using the same language, and on the same path. Eventually we want all of this to also align with the budget, the KPIs, and goals.

Mayor Pro Tem Lipton stated the process is important; it is important to get everyone aligned so Council and staff understand our strategic vision, goals, and priorities. Part of that is to get buy-in and involvement in the process. He supports using an outside consultant; staff doesn't have the time. An outsider brings the objectivity needed for the project and it won't be accepted if it is not objective. At the end of the process we can take the final product and relate it to the strategic goals and priorities in the budget.

Councilmember Maloney agreed with Mayor Pro Tem Lipton that we need someone objective to lead this. The process is important and the sooner the better.

Public Comments

John Leary stated he wouldn't spend the money on this, but would spend it on getting the program budgeting process to be better.

Councilmember Stolzmann stated we already have goals and objectives so we shouldn't recreate those; it should relate back to those.

City Manager Balser stated staff is looking for the vision and how does it filter down to the budget and the programs. We have never defined the mission, vision, and values of the organization.

Councilmember Leh stated this should strengthen the organizational structure. It would be nice for the Council to have ways to evaluate ourselves; nice to build that into the process to help us do a better job.

Mayor Muckle that stated when done well, these types of plans can really drive an organization.

City Manager Balser stated staff will bring back a proposal for the project for Council to consider.

Councilmember Stolzmann stated she doesn't want to simply document what we have already; it should also evaluate where changes are needed. This can be a transformational opportunity to change behaviors and things we don't like.

CITY MANAGER'S REPORT & ADVANCED AGENDA

Balser reported there will be an employee recognition event on May 10th.

Members reviewed the advanced agenda.

ADJOURN

Members adjourned at 8:37 pm.

Robert P. Muckle, Mayor

Meredyth Muth, City Clerk

SUBJECT: APPROVE JUNE 12 AS A SPECIAL CITY COUNCIL MEETING

DATE: MAY 15, 2018

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

The City Manager has suggested having a Special Meeting on June 12 Study to allow Council to opportunity to give staff direction on the agenda item (policy questions for the update to the design guidelines and transportation master plan). Following the special meeting item, Council will adjourn to the study session.

FISCAL IMPACT:

None

RECOMMENDATION:

Approve a special meeting on June 12th.

ATTACHMENT(S):

1. None

**SUBJECT: APPROVAL OF GUN VIOLENCE AWARENESS DAY
PROCLAMATION**

DATE: MAY 15, 2018

**PRESENTED BY: ROBERT P. MUCKLE, MAYOR
JEFF LIPTON. MAYOR PRO TEM**

SUMMARY:

Moms Demand Action for Gun Sense in America requested City Council proclaim June 2, 2018 as Gun Violence Awareness Day in Louisville. As more than 90 people are killed by guns every day in America, we ask Council and citizens of Louisville to join us in this proclamation. More can be learned about National Gun Violence Awareness Day by going to wearorange.org

FISCAL IMPACT:

None

RECOMMENDATION:

Proclaim June 2, 2018 as Gun Violence Awareness Day.

ATTACHMENT(S):

1. Gun Violence Awareness Proclamation

**PROCLAMATION
NATIONAL GUN VIOLENCE AWARENESS DAY
JUNE 2, 2017**

- WHEREAS,** every day, 96 Americans are killed by gun violence and more than 300 have sustained non-fatal firearm injuries over the last 5 years; and
- WHEREAS,** Americans are 25 times more likely to be killed with guns than people in other developed countries; and
- WHEREAS,** June 2nd, 2018 would have been the 21st birthday of Hadiya Pendleton, a teenager who marched in President Obama's second inaugural parade and was tragically shot and killed just weeks later; and
- WHEREAS,** to help honor Hadiya – and the 96 Americans whose lives are cut short and the countless survivors who are injured by shootings every day – a national coalition of organizations has designated June 2nd, 2018, as the fifth annual National Gun Violence Awareness Day; and
- WHEREAS,** the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods and orange is a color that symbolizes the value of human life; and
- WHEREAS,** by wearing orange on June 2, 2018, Americans will raise awareness about gun violence and honor the lives and lost human potential of Americans stolen by gun violence; and
- WHEREAS,** we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands, and encourage responsible gun ownership to help keep our children safe.

Now therefore, I, Robert P. Muckle, Mayor of Louisville, Colorado do hereby proclaim June 2, 2018 to be National Gun Violence Awareness Day. I urge every resident to take time to honor and remember all victims and survivors of gun violence and to declare that we as a country must do more to reduce gun violence.

DATED this 15th day May, 2018

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

SUBJECT: APPROVAL OF FIRST AMENDMENT TO AN
INTERGOVERNMENTAL AGREEMENT WITH BOULDER
COUNTY FOR REPLACEMENT OF VIDEO CAMERA

DATE: MAY 15, 2018

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

In 2016, the City and the Boulder County Clerk and Recorder approved an Intergovernmental Agreement (IGA) for the installation of a 24-hour, drop off ballot box at the Police Department/Municipal Court building on Via Appia. Election regulations require the location to be monitored by a video security surveillance recording system. The County uses the City's video system to monitor the box however the County would like to replace the existing camera with a better quality one to provide quality recorded data.

The attached amendment to the IGA would allow the County to provide the City with a new camera at no charge. The new camera would be installed in place of the existing camera by the end of May so that the new camera would be operational for the upcoming primary election.

The amendment makes no other changes to the IGA.

FISCAL IMPACT:

None.

PROGRAM/SUB-PROGRAM IMPACT:

One of the goals of the Administration and Support Services Program is to ensure transparent governance. This amendment helps the County Clerk's Office provide such service in elections that serve the residents of Louisville.

RECOMMENDATION:

Staff recommends approval of the amendment to the intergovernmental agreement.

ATTACHMENT(S):

1. Amendment to the Intergovernmental agreement

FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT

This First Amendment to the Intergovernmental Agreement (this “Amendment”) is entered into this 15th day of May, 2018, by and between the CLERK AND RECORDER FOR BOULDER COUNTY (the “Clerk”) and the CITY OF LOUISVILLE (the “City”). The Clerk and the City may be collectively referred to as the “Parties.” This Amendment supplements the Intergovernmental Agreement entered into by and between the Parties on September 5, 2017.

RECITALS

A. The Clerk and the City entered into an Intergovernmental Agreement on September 5, 2017, addressing the Clerk’s installation and use of a mail ballot drop-off box at the Louisville Police Department (“Police Department”) at 992 West Via Appia Way and video security surveillance of the same.

B. The Intergovernmental Agreement contemplates that the Clerk will utilize the City’s existing video security surveillance recording system to continuously record the mail ballot drop-off box when the box is being used to receive ballots, which monitoring is required by Colorado statute and regulations.

C. The Parties agree that the current video security surveillance camera is in need of replacement in order to provide quality recorded data, and the Parties now desire to amend the Intergovernmental Agreement to provide for the same.

NOW, THEREFORE, in consideration of the recitals, covenants and agreements of the Parties as hereinafter set forth, the Parties agree as follows:

1. Amendment to Section 2. Section 2 of the Intergovernmental Agreement is amended and replaced in its entirety by the following:

2. Video Security Surveillance System.

- a. The Clerk has purchased a video security surveillance camera, which the Clerk will provide to the City no later than May 25, 2018, as consideration for the Intergovernmental Agreement and this Amendment and to ensure that the Clerk has high-quality recorded data of the mail-ballot drop-off box when it is being used to receive ballots.
- b. The City and Clerk will replace its existing video security surveillance camera at the Police Department with the new camera provided by the Clerk no later than May 31, 2018.
- c. The City will ensure that the video security surveillance recording system at the Police Department will continuously record the mail ballot drop-off box when the box is being used to receive ballots during a general election, a primary election, and any special election.

- d. Continuous recording of the mail ballot drop-off box is required by Colorado law and regulations, and the Clerk is responsible for ensuring compliance with all applicable laws and regulations governing video surveillance of mail ballot drop-off boxes. The Clerk shall have access to and use of the video security surveillance recording data solely for the purposes of compliance with Colorado election law and regulations
- e. The City will own and maintain the video security surveillance camera in good repair at the City's expense.

2. Scope of Amendment. Except as set forth in this Amendment, the Intergovernmental Agreement is unaffected and shall continue in full force and effect in accordance with its terms.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date set forth above.

CLERK AND RECORDER OF THE
COUNTY OF BOULDER

By: _____
Clerk and Recorder, Boulder County

CITY OF LOUISVILLE

By: _____
Mayor, City of Louisville

**SUBJECT: DISCUSSION/DIRECTION – LOUISVILLE HISTORICAL
MUSEUM FUNDING OPTIONS AND LOUISVILLE HISTORY
FOUNDATION FEASIBILITY STUDY**

DATE: MAY 15, 2018

**PRESENTED BY: BRIDGET BACON, HISTORICAL MUSEUM COORDINATOR
DAN MELLISH, CHAIR, LOUISVILLE HISTORICAL COMMISSION
RAY MERENSTEIN, RDM COMMUNICATIONS, INC.**

SUMMARY:

In recent years, with input by City Council, City staff, the Louisville Historical Commission (“Commission”), the Louisville History Foundation (“Foundation”), and the public, the Louisville Historical Museum has embarked on an extensive planning project to ensure that the Museum’s mission to collect, preserve, and share Louisville history can continue and to ensure that the organization retains its vitality and relevance and continues to represent and promote Louisville. To this end, the Museum has completed a needs assessment report, a business plan, and an interpretive plan, and in 2017, the City adopted a Museum Master Plan that included these three reports. The Master Plan proposed the development of a new facility, and in 2017, architects prepared a conceptual design for a new Museum & Visitor Center building. Also in 2017, voters approved an extension of the Historic Preservation tax, which included an allocation of up to 20% of the revenues generated annually by the tax to be used on Museum operations and maintenance. Most recently, the Louisville History Foundation commissioned a feasibility study to assess the probable success of a public capital campaign to aid in funding a new Museum & Visitor Center building and related campus improvements.

City staff would like to update City Council on the results of the Louisville History Foundation study as well as CIP and operational requests with respect to the Museum. Also, direction is sought with respect to funding options for the new Museum & Visitor Center building and related campus improvements, with five options presented below.

Background:

City Council, City staff, the Commission, and the Foundation have discussed the funding of a new building at the Louisville Historical Museum along with related improvements to the Museum campus and other buildings. The Museum is a City facility located in three small, historic buildings in downtown Louisville. The current facility lacks ADA access and an ADA restroom, adequate collection storage space, meeting space, program space, work space for staff and volunteers, and exhibit space that allows for a meaningful presentation of Louisville history. The existing three small landmarked historic buildings each help tell the story of Louisville to visitors, but have limitations in terms of their workable space and functionality.

The Museum has increased its profile and offerings in recent years, and has seen significant growth. Increased numbers of tourists are coming to downtown Louisville, many stopping to visit the museum. Paid memberships now exceed 800, a rarely seen level of support in either small historical museums or cities the size of Louisville. Attendance at the Museum and at programs has significantly increased along with the number of Museum programs (now 30 per year). Members of the public are finding and utilizing the Museum's digital offerings that are available 24/7. The Museum's operations are managed by a Museum Coordinator (.77 FTE for the Museum and .23 FTE for the Planning Dept.) with the help of a Museum Tech (.5 FTE) for a total of 1.27 FTE for the Museum. (Two seasonal interns for Oral History and Visitor Services in 2017 and 2018 helped meet demands, and it is hoped that these positions can continue to be funded in 2019 and 2020.) The Museum has the assistance of about forty volunteers who help it to fulfill its mission.

In 2014, the City and the Foundation partnered to share the costs for Metcalfe Architecture & Design to prepare a Needs Assessment Report for the Museum. This report identified needs and set forth a vision for a Museum & Visitor Center and associated improvements. In 2015, the City commissioned ArtsMarket, Inc. to create a business plan focusing on the Museum's operations. The Business Plan made recommendations for staffing levels after the addition of the new building to the campus and made recommendations for the "ramping up" of staffing levels before construction.

In 2016, the Museum Master Plan was developed to include the Needs Assessment and Business Plan, plus an Interpretive Plan, and City Council approved it in January 2017. Under the Master Plan, a new Museum & Visitor Center building and associated improvements were recommended to address the Museum's needs and bring about an enhanced role for the Museum by providing:

- ADA access and an ADA restroom, making the campus accessible to all;
- Appropriate collection storage space;
- Meeting space for the Museum and the community;
- Programming space;
- A more coherent presentation of Louisville history through the creation of new exhibit areas;
- Work space for staff and volunteers;
- Space to accommodate school group classes inside when there is inclement weather and the ability to offer summer camps and interior and exterior rentals (particularly with the addition of the ADA restroom);
- An opportunity to strengthen the presence of Louisville history downtown;
- A Visitor Center to serve as a starting point for non-residents and tourists looking for an introduction to the City's past and present; and
- The economic development opportunities associated with enhanced Museum amenities and the addition of a visitor center.

The Master Plan contemplated that a capital campaign, City funding, and grant funding could pay for the construction of the new building. It was also assumed that operations and maintenance dollars would have to come from a source other than the City's General Fund.

Council authorized funds to develop a conceptual design for a new building to be located between the existing Jacoe Store and Tomeo House. Denver architectural firm Roybal Corporation was selected to develop the design. City Council approved the conceptual plan in December 2017, with some of the discussion and questions focusing on the cost estimates and the extent to which the cost estimates might increase. The cost estimates were \$2.73 million for the new building and \$1.11 million for the renovation of the three existing buildings. The total for the project, including exhibit design fees, came to \$4.53 million.

In 2017, City Council, City staff, the Commission, and the Foundation discussed how to increase funding for Museum operations and maintenance. City Council placed the continuation of the Historic Preservation Tax on the ballot in November 2017 and included in the ballot language that up to 20% of the tax revenues could be spent on Museum operations and maintenance. Voters approved the Historic Preservation Tax by 64% to 36%. It was estimated that the 20% for Museum operations and maintenance would provide for up to \$120,000 annually.

The Business Plan, City staff and the Commission recommend a staffing level, after the construction/renovation project is completed, of the existing Museum Coordinator and Museum Technician; a new full-time Education & Outreach Coordinator; a new full-time Curator (or Collections Manager); three new part-time Visitor Services Representatives; and two new seasonal summer camp and program assistants. It was also proposed that the Museum be open six days a week. City staff and the Commission also proposed that the funds could be used to increase staffing prior to the Museum expansion, to open the Museum on a fifth day of the week for the first time. These positions were proposed to focus on Education & Outreach and Visitor Services.

Council approved \$49,000 for the conceptual design in the 2017 CIP budget, which included \$20,848 for polling. The purpose of the polling would be to understand the voters' support for the Museum & Visitor Center, should Council decide to proceed with a ballot issue.

Some information gauging community interest is available through the 2016 Louisville Citizen Survey. Some of the results from that survey include:

- “[n]ine in 10 awarded high marks to Historical Museum programs and the overall performance of the museum.”

- 3% of respondents indicated that “Expanding the Louisville Historical Museum” should be considered one of the top three issues for the City to invest in for the future.
- 12% indicated that expansion was an essential or very important priority for the City.
- 53% of respondents indicated that expanding the Museum was at least “somewhat important.”
- 81% of respondents indicated that creating indoor community gathering space was at least “somewhat important” to them, with 29% indicating that it was “very important.”

Feasibility Study

The 2016 Business Plan for the Museum anticipated that the Foundation would play an integral role in fundraising for the new building through a capital campaign. It recommended that the Foundation conduct a capital campaign feasibility analysis. In response, the Louisville History Foundation in 2017 funded a Feasibility Study to assess the probable success of a public capital campaign to aid in funding the Museum & Visitor Center building and associated improvements. The Foundation contracted with RDM Communications, Inc. to conduct the study, which is attached.

RDM Communications concluded that “based on interviews and an overall planning study, donor and non-city funding will likely range from \$2-2.5 million.” However, RDM was cautionary in other respects, noting that at least one champion willing to make a seven-figure gift would be required and that the Foundation board, not having any paid staff, does not have a structure in place whereby an experienced fundraiser could spend the amount of time needed in order to cultivate large individual and corporate donors.

Next Steps

City staff, supported by the Commission, will request funding of \$165,370 (\$143,800 plus a 15% contingency) in the CIP Budget in 2020 to pay for a 30% schematic design level for the new building and other campus improvements and more detailed cost estimation. This step is important to the planning process, regardless of how the project is to be funded.

City staff also intends to request operational funding from the Historic Preservation Fund for two additional part-time positions (at 25 hours per week each) to begin in 2019 and continue in 2020. These positions would be funded through the dedicated Museum operations and maintenance portion of the Historic Preservation Tax. In supporting this request, the Commission expressed the overall goal for the Museum to increase its engagement with the community, as was recommended in the Business Plan, and to strengthen the important role that it plays in promoting historic downtown Louisville. The

proposal is to add one part-time position in Visitor Services (so that the Museum can be open for more hours each week) and a part-time position in Education & Outreach. The positions are envisioned to include responsibilities to assist with the 30 programs that the Museum organizes annually, enhance partnerships with other organizations, and assist with the efficient coordination of the Museum's volunteers. These two part-time positions would also enable the City to open the Museum on a fifth day of the week (Thursdays), increasing the open hours by 25%. FTEs at the Museum would increase from the current 1.27 FTEs to 2.52 FTEs if these two part-time positions were added. Additional "ramping up" of staff would be planned for 2021 and later, depending on the Museum & Visitor Center development, utilizing available funds from the Historic Preservation Tax.

City staff, the Commission, and the Foundation now seek direction from City Council on the development of a plan to fund the new Museum & Visitor Center building. The following five options are suggested for discussion. References to "City funds" could include either CIP funds, HPF funds to the extent allowed, or a combination of both.

1. Status quo: Do not develop the Museum & Visitor Center building

Pros:

- No need for generating funding – eliminates the demand for City funds or reliance on the successful passage of a ballot issue.
- No need for private fundraising or for the City to apply for grants.
- Dollars (whether current city funds or new taxes) available to meet other City priorities.

Cons:

- Needs of a City Museum will remain unaddressed, including archival storage, meeting space, and full activation and utilization of the Museum campus site.
- Lost opportunity to strengthen the presence of Louisville history, and provide a visitor center, downtown.
- Economic development associated with enhanced visitor center and museum amenities are not realized.
- ADA Accessibility needs would still not be available and remain unaddressed.

2. Building and other onsite capital improvements are funded through a ballot issue (Historic Preservation Tax to support operations/maintenance.)

Pros:

- Creates new funding source instead of using current City funds or relying on the success of Foundation fundraising.

- Operational funds already available through the Historic Preservation Tax.
- Demonstrated community buy-in for the Museum & Visitor Center building through voter approval of tax.

Cons:

- Ballot issue might not be supported by voters.
- City residents would have to fund 100% of the cost of Museum & Visitor Center building and operations.
- Other city funding priorities possibly delayed or abandoned.

3. Building and other improvements are funded with all private funding from the Foundation, plus grants

Pros:

- Would not require the use of City funds or reliance on the successful passage of a ballot issue.
- Would develop a broad base of supporters invested in Museum and would engage multiple community partners in the funding portfolio.
- City would not be required to manage or oversee fundraising and development.

Cons:

- Relies on the success of the Foundation to fundraise large amounts and may necessitate contracting with or hiring a fundraiser to manage the capital campaign and seek large donors.
- Is not a model that has been utilized in the development of other City facilities or amenities.
- City would have less control over the process, timeline, donor profile and messaging of the overall capital fundraising, but will still be the owner/manager of the project development.

4. Building and other improvements are funded with City funding and grants

Pros:

- The Museum & Visitor Center building would be funded with city sources such as capital funds, similar to other City facilities.
- The project would not be dependent on the success of Foundation fundraising and there would be no need to hire a fundraiser.
- The project would not require the successful passage of a ballot issue.

Cons:

- City would be required to identify and raise all of the funds for the project.

- Would likely require the use of City capital funds, which could affect other competing needs in the City.
 - Amount and timing of grant funding opportunities is not predictable, and require staff time to secure.
5. Building and other improvements are funded through a combination of sources including City funding, private fundraising by the Louisville History Foundation, and grants

Pros:

- The project would not require the successful passage of a ballot issue.
- Private fundraising by the Foundation and grant funding would reduce the required City contribution.
- Community buy-in would be demonstrated through private fundraising.

Cons:

- Relies on the success of the Foundation to fundraise large amounts and may necessitate contracting with/hiring a fundraiser to manage the capital campaign and seek large donors.
- Dependence on multiple funding sources could affect the timing of the project.
- Grant funding opportunities are not predictable, and require staff time and resources to secure.

Direction is also being sought with respect to the following topics:

1. If a ballot issue is not pursued as a funding option, under what scenario would the 2017 funds of \$20,848 still need to be utilized for polling? If polling is conducted, how can the City concisely communicate the rationales for the project to respondents?
2. The City could commission an economic impact study to ascertain the impact on downtown business of having a new Museum & Visitor Center building on Main Street that could welcome people to Louisville and give them information on restaurants, shopping, and other things to do in Louisville. The Foundation has stated that it is willing to consider sharing the costs of a study, or the polling funds, if not used for polling, could also possibly be used for this purpose.
3. Options #3 and #5 above may necessitate contracting with a fundraiser to manage the capital campaign and seek large donors. Some city-owned museums have a fundraising & development person on staff to work on such projects. It is suggested that the City and Foundation could consider sharing the costs of hiring a consultant to work on fundraising & development on a contract basis.

FISCAL IMPACT:

Fiscal impacts will be dependent on City Council's course of action.

PROGRAM/SUB-PROGRAM IMPACT:

The goals of the Cultural Services Program are to provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage. The objectives of the Museum Services Sub-Program are to promote, collect, preserve, and Interpret the history of Louisville; to make artifacts and documents accessible both physically and virtually; and to educate children and adults about Louisville's past through programs, displays, and publications. The proposed campus improvements and the new Museum building/Visitors Center would help achieve these goals and objectives by addressing existing deficiencies through the creation of functional space in which Louisville history can be both preserved and shared and by providing accessibility.

ATTACHMENT(S):

1. Feasibility Study
2. [Link to Museum Master Plan](#)

Discovery Study
For
Louisville History Foundation

Prepared by



December 2017

Executive Summary

Introduction

In Fall 2017, Louisville History Foundation retained RDM Communications, Inc to oversee a fundraising feasibility study. The process would provide an initial assessment of a potential fundraising effort for the capital, functional and operational growth of the Louisville Historical Museum. The study would explore the concept, messaging and strategy of a capital campaign. This report provides a top line overview of findings related to the feasibility and direction of capital fundraising efforts.

From September through November a series of one-on-one interviews were conducted with City Council, Historical Commission, museum and library staff, business leaders, community advocates, and others. These interviews were focused on three primary goals:

1. Identify funding streams and sources of high likelihood donors for a campaign;
2. Gather opinions of the impact of expansion/renovation;
3. Assess the culture and tone around fundraising and capital construction.

Context of a “Generation Louisville” Campaign

Louisville Historical Museum sits in perhaps the most strategic and beneficial location in the city. At the heart of Old Town and in the center of Main Street, the museum sits on a plot of land that lends itself to high visibility, potential growth, and easy access. In addition, a mutually beneficial business impact exists as a result of the location. Retailers benefit from visitors to the museum, and museum benefits from exposure from retailers.

In 2016 a master plan was conducted and approved in January 2017.¹ This master plan provided the content and focus of conversations about the usage, volume, direction and vision of the museum that could lend itself toward attracting donors. The initial cost, concept and approach of any expansion or renovation lead to some key findings about the most beneficial approach to secure the funds necessary to expand the museum footprint and function.

The museum continues to experience a depth of participation from schools, auxiliary groups, and collectors as well as an increased number of members and interested visitors. The special exhibits, educational programs, and archival care-taking show commitment from the City of Louisville to the museum. However, a public campaign toward seven-figure fundraising requires a specialized campaign and concentrated effort. A campaign that highlights core areas of **innovation, engagement, and opportunity** could attract a variety of grants and donations while sharing the master plan’s impact and appeal from a business point of view.

¹ <http://www.louisvilleco.gov/home/showdocument?id=12030>

The chosen theme, “Generation Louisville,” takes the attachment to the past – recognizing the generations of families that built and grew the community – with the vision of a growing, attractive, and model community for decades to come. At the heart of Louisville sits this historic collection of buildings and land now poised to become a campus that provides thriving opportunities to the citizens and visitors of Louisville. It is these opportunities that are most likely to engage individuals, families, corporations and foundations in funding. These include major funding and naming opportunities that include:

- **Center for Digitization** – Already the Louisville newspaper has gone digital and many of the archival collections are now on the same path. The museum can position itself as a model in the industry for digitization of its collection.
- **Community Gateway** – Positioned strategically among historic homes, beloved retailers, and new development – the museum can position itself as the official entry into the heart of the city.
- **City Center** – Conceptually the new building will first and foremost be a visitor’s center that will provide “concierge-like” services to all who stop by to learn, to discover, to inquire, and to share all that Louisville has to offer.
- **Activity Anchor** – A balance between history and location, the grounds become a place-making epicenter. The outdoor space and the visitor center layout ultimately provide a spot where people can host network events, study sessions, community meetings, family reunions, speaker series, family milestone celebrations, day camp sessions, and much more.
- **Historical Campus** – No longer just a museum and adjacent houses, the new building completes a campus concept that collectively “sells itself” as a place of benefit ranging from genealogic research to community gatherings.

Summary of Feasibility Findings

The most pressing challenge, however, for this vision is funding for the entire project at the proposed \$4,500,000 budget. The initial concept includes a new building plus the renovation of three historic buildings – most notably the museum itself. The State of Colorado and the City of Louisville have historic investment in the property, but the cost of the full plan is well beyond what could be expected from either or both entities. As a result, the feasibility study looks at all potential funding sources including individuals, family foundations, private foundations, community foundations, corporations, mission-related investments and program-related investments, city financing/loan/grant, state historic funds, and inclusion in other bond issuance.

Concurrently, the museum continues to be a model for operating an historic entity as membership has grown, and now operations will be sustained with the passing of the preservation fund increase. The current space has put limitations on growth of education and special events as well as storage and exhibit capacity. As a result, the master plan and architectural vision will maximize indoor and outdoor space. A phased approach allows for milestone markers for fundraising that will allow the project to progress in a meaningful, but strategic manner. The following observations should be noted:

- Total cost for the renovation of the existing Museum campus and construction of a new Visitors Center and Museum building is estimated at \$4,500,000.

- **Based on interviews and an overall fundraising planning study, donor and non-city funding will likely range from \$2-\$2.5 million**
- Initial projection for the “common ground” community house/visitor’s center is \$3,000,000 including soft costs
 - Phase 1 of the campus project should be focused on this goal.
 - Approximately 2/3 to 5/6 of the funds could be raised privately and the remainder would be needed from city and state entities via grant, loan, and/or bond/financing. The other option would be value-based engineering to lower the cost of the common ground house.
 - Phase 2 funding would be concurrently explored from national sources focused on historic preservation of existing buildings. This allows phase 1 to continue whether or not phase 2 funding was secure.
 - City or private financing through bond or short-term loan may be necessary to fund construction while donors fulfill multi-year pledges.
- Recommended fundraising and capital direction based on projected funds would be for the new building as the first phase of long-term vision. The preservation fund, earned revenue, and membership fees are key of operational expenses alongside consideration of future funding streams beyond initial phase 1 capital.
- The study led to a variety of recommendations – both systematic and tactical – that should be implemented in order to commence a campaign.

Objectives of “Generation Louisville”

- ◆ Fundraise \$2.0-\$2.5 million for construction of new “common ground” community house/visitors center and new entrance corridor.
- ◆ Create opportunities for monthly giving, multi-year pledges, and naming opportunities for individuals, community partners, individuals and companies.
- ◆ Identify, cultivate, solicit and steward existing and new corporate, foundation and individual donors for capital gifts.
 - An initial list of Top 25 and Top 50 prospects was compiled during the interviews and would be the initial focus of individualized solicitation plans during the campaign.
 - Additional research into other foundations, more corporations, and funders of like-minded facilities will be part of campaign implementation.
- ◆ Create new messages for museum fundraising and marketing.
 - Advancing of membership benefits
 - Giving circle concept and opportunities for donors
 - Corporate campaign with marketing benefits
 - “Buckets” of giving focused on innovation, engagement and opportunity that highlight depth and vision in each area

Sample Gift Range Chart: \$2,500,000

Type of Gift	# of Pledges	# of Prospects	Total for Size	Cumulative Total	Percentage of Total (\$2.5M)
Legacy Gifts			\$1,000,000		40%
\$500,000	1	2	\$500,000	\$500,000	
\$250,000	2	4	\$500,000	\$1,000,000	
Leadership Gifts			\$900,000		36%
\$100,000	5	10	\$500,000	\$1,500,000	
\$50,000	5	15	\$250,000	\$1,750,000	
\$25,000	6	18	\$150,000	\$1,900,000	
Major and Supporting Gifts			\$600,000		24%
\$10,000	20	50	\$200,000	\$2,100,000	
\$5,000	40	150	\$200,000	\$2,300,000	
\$1,000	200	500	\$200,000	\$2,500,000	

Above gift table incorporates the following assumptions:

- Prospects include community foundations, family foundations, corporations and individuals.
- A list of prospects was crafted from interviews that have created a top 50, prospect list of corporations, philanthropists, foundations, community leaders, and key families. This list represents the starting point for pursuit of Legacy and Leadership gifts.
- Gifts can be:
 - outright donation,
 - multi-year pledge,
 - performance-based loan (forgiven based on milestones achieved),
 - IRA distribution, stock transfer, donor-advised fund allocation
- Funds from City or State could be included in gift table and go toward goal if deemed available and appropriate.

Timeline for Prospective Campaign

Pre-solicitation and Legacy/Leadership Phase January-May 2018

- Development of collateral materials including FAQ, pledge form, naming opportunities, renderings, budget and case for support
- Campaign Committee development to include key subcommittees (e.g., events, marketing, major gifts)
- Review, prioritization and assignments of prospects for cultivation and solicitation.
- Research local, state and national foundation opportunities
- Creation of giving circles and benefits including corporate campaign.

Public Phase June 2018-December 2018

- Matching challenges
- Grassroots opportunities
- Fundraising event
- Corporate campaign
- Social media/online platform
- Presentations to civic and other key groups

OBSERVATIONS

SUGGESTED CAMPAIGN VISION: Develop a Louisville Historical Museum Campus where engagement, innovation, and opportunity will be the epicenter and gateway for residents and visitors to appreciate all that Louisville was, is and will be...that is the essence we call: “Generation Louisville”

KEY THEMES

1. Protect and preserve family, community and cultural memories;
2. Nurture connections between past and present;
3. Provide opportunities for community engagement, innovative activity, and educational exploration;
4. Share the pride, passion and joy of Louisville’s powerful past and visionary future.

Making the Great...Greater

- More functional space to host groups, handle visitors, and engage volunteers.
- Continue to expand the number people touring the museum who receive targeted curriculum or engagement.
- Disseminate messaging of how Louisville has been and continues to be “a most livable city”;
- Promote its history through the people, the places, and the heritage of each and every object in the museum and events at the museum.
- Expand the opportunities to utilize the building and the campus that will celebrate the people and places of Louisville.

Modernizing The Physical Space

- *Increase adequate storage*
- *Enhance “social” areas to accommodate larger events, gatherings and other special occasions*
- *Create a more natural flow to exhibit space*
- *Optimize the arrangement of collections throughout museum with easy way finding and more open space*
- *Increase the functionality of overall space including entry, information area, administrative space, volunteer area.*
- *Modernize amenities including A/C, heat, accessibility, restrooms, etc.*
- *Add more training and education space.*
- *Outdoor space for private parties, kids play area, etc.*

ADAPTATION

KEY MESSAGE POINTS TIED TO FUNDRAISING

- The Historical Museum Campus protects and preserves **archives** that are authentic Louisville and Colorado.
- The Louisville Historical Museum Campus is an affordable and accessible arts, culture, and education **destination**.
- The Louisville Historical Museum Campus will function as the **Anchor** of city activity, serve as the **City Center** for visitors, and act as a **Gateway** to sports, recreation, retail, city services, and restaurants.

GOAL STATEMENTS

The goals listed here are categorized into two groupings: the first, “share the case,” focuses on positioning the message for outreach and awareness beyond the immediate stakeholders. The second, “build the space,” pertains to an actual aim to find building and operational funds for museum and its full growth potential.

Share the Case

1. Create campaign collateral including naming and recognition opportunities, budget and case for support.
2. Raise initial legacy and leadership gifts.
3. Solidify grants calendar and foundation conversations.
4. Begin “walkabout” tours, individual meetings, and other outreach with key funding prospects including review of renderings, meetings with key stakeholders, and presentation of budget.

Build the Space

5. Reach milestone of 50 and 75 percent pledges in order to begin financing pre-construction and construction.
6. Hold groundbreaking event.
7. Conduct more grassroots campaign, matching challenges and similar outreach to donors at all levels.
8. Begin hard-hat tours and similar outreach.

ADDITIONAL FINDINGS

1. FUNDING CATEGORY ANALYSIS

- a. **Individual donations** have been limited primarily within the concept of museum membership, walk-in donations or similar contributions directly to the museum. The capital campaign presents a new opportunity to build an individual donor base for the future. There is great potential from three key constituencies: (1) supporters of Louisville and champions of its history, people, or growth; (2) philanthropists connected to Louisville or Boulder County through family, friends, or business; (3) funders of like-minded institutions such as History Colorado, Molly Brown House, Boulder History Museum and more. Giving clubs should be explored to encourage pledges and commitments. Individual giving typically comprises revenue for non-profits in the range of 75-85 percent of an organization’s funding.
- b. **Major gift fundraising** must be a part of the capital campaign culture. Structurally there is need for definition around this program. Because the museum has been able to operate on membership or grant funds, the organization has not needed to identify a robust pipeline of major donor prospects until this campaign. The capital need has changed this. A campaign will offer rationale for major donor contributions to exist, and to fully be communicated, cultivated and solicited.

There is not much of an historic giving group, but the culture and mission of the museum denotes an interested and invested group that will grow each year. A structured campaign – with roles and responsibilities for board members, staff and other volunteers -- is a necessary ingredient to grow this donor pool, a vital artery in the flow of future, sustainable revenue.

A particular focus on names offered by those interviewed has been developed into a prospect list. This list will allow campaign to do a further assessment of interest, strength, and connectivity that can be adapted to uncover tremendous, untapped opportunity. It is essential to continue individualized, targeted brainstorming sessions to achieve this end as well as connections to these individuals.

- c. **Foundation funding** should be a viable source both from family foundations and community foundations. Each will be more likely to support in larger numbers with a clear case for support and need-based data from a case for support, business plan, and master plan.
- d. **Cause-related marketing** is also fertile ground for future funding growth as well. Primarily the opportunity rests with neighboring retailers looking for volunteer opportunities, social causes, and support of local institutions like the museum. Restaurants and other local retailers could consider fundraising days, point-of-purchase campaigns, and other opportunities to support the local museum.
- e. **Opportunistic campaigns** such as employee campaigns at large corporations, school benefits, anniversary milestones, tribute gifts are all areas to be explored.

2. STAFF/BOARD ROLES

- a. **LHM and Foundation structure** for fundraising is challenging given how new capital campaigning is to the group as a whole. Time and effort must be put into initial research, member outreach, and foundation applications as well as database of prospects, but outsourcing help in these arenas may be necessary. A transition to introduce giving clubs will allow the Foundation to build fundraising along with donor recognition and involvement. The commitment to fundraising professionals (part-time or contract) would optimize the focus. High volunteer involvement can pave the way for a well-built donor engagement at the grassroots level as well as great potential for future engagement in cause-related marketing and opportunistic campaigns.

- b. **Lay leadership** must be vigilant in connecting to donors with an ongoing commitment to tours, meetings, open houses, seminars and other outreach strategies. There is a level of confidence, admiration, respect and gratitude for the museum's place in the community. Although many of the contacts and relationships are not donor prospects at the onset, there is no reason many of these individuals can't be considered as such. Therefore, it is imperative that a strategic, mining process of prospects internally occurs, requiring time and focus to this area.
- c. A campaign **committee** can be a resource in terms of getting more community leaders knowledge of the inner workings of the museum. More engagement with foundations, families and prospects for funding a campaign is essential to its success.

3. SYSTEMS and PROCEDURES

- a. There is a need to create a prospect **database** and integrate data from museum memberships. The current database should interface with new giving opportunities, donor clubs, and new prospects lists. The database is both an historical tracking mechanism as well as a prospect-management tool. The database would consist of key markers and metrics: connectors, assigned solicitors, projected ask, timing of ask, likelihood of giving. In other words, the database as a "moves management" tool should constantly be monitored and utilized to move those identified to cultivation, cultivation to pre-solicitation, pre-solicit to solicit, and solicit to stewardship.
- b. Because of the small size of the museum, online opportunities should not be an immediate focus except ensuring capability to give online and listing of giving opportunities. A system for online appeals, with targeted audiences, duration, process and other parameters could be placed into an overall donor plan but the return on investment is not likely high.

ASSETS AND CHALLENGES

SELECTED ASSETS/POSITIVE FACTORS

- **Progress:** Already the city owns the land, and operating support is in place with the recent passage of the ballot initiative. A master plan was completed along with architectural concept. All this shows high momentum and opportunity.
- **Connectedness:** LHM has deep ties to many community members who may have leadership roles, potential or networks.

- **Staff and Board:** The level of commitment and knowledge in particular areas of the museum and collections is clear. The current staff and board is a great asset for many aspects of an enhanced fundraising program that is positioned for growth.
- **Cause:** The history. The place. The memories. The future. People have a deep love of community...and Louisville is all about community. The commitment, curiosity, skills, sense of belonging, initiative, and potential of visitors and collectors is the base of support and passion worth pursuing. LHM has a deep history that its residents and Colorado care about, and that matters.

KEY CHALLENGES/OBSTACLES TO OVERCOME

- **Current outreach**

LHM and Foundation have not tapped, for fundraising purposes, enough relationships based on the size, scope and need. This is due in part to the board and staff lacking a case for support beyond the operations. The case for space has impact on prospective donors. Many Coloradans rate arts and culture as one of the reasons they live here. It is true of businesses, foundations and families. Many potential partners are largely untapped in terms of involvement in any sort of major gift outreach.

- **Campaign structure**

There is a lack of an actual campaign strategy that wraps the funding need and goals into a capital campaign that builds the infrastructure to grow and sustain LHM. Requests for donations are not part of a branded, targeted plan with a gift table, naming and recognition opportunities, campaign leadership and other core elements. **The need for campaign leadership and guidance** to commence such an effort is underway and it should be explored further in order to maximize efficiencies and opportunities without sacrificing particular areas of interest, skill, and strengths of current staff.

- **Board structure, roles and responsibilities**

The current board has not historically focused marketing, major gift and campaign activities. The city really has been the major donor to the effort, and he hopes is the City continues to play vital roles when needed. That said, a campaign committee process with specific criteria for members, can lead to expanding the board or creating a working committee alongside the board. The committee can focus on core fundraising strategies with targeted metrics, and an ongoing reporting and accountability process to review growth, financials and documents necessary to gain foundation support (including 100 percent board donations to the project).

ADDITIONAL CHALLENGES

- **Fundraising materials** are not developed. Key campaign collateral such as FAQ, naming opportunities, pledge form, and case for support is essential.
- **Lack of major gift program** continues to be a large gap in the full potential. Although there are some donors to wish list items – the growth of prospect pipeline and additional tactics and strategies have yet to be put into practice. Additionally the donor management system or rating system that allows prospects to be prioritized based on relationships, capacity, interest must be expanded and enhanced. A simple establishment of giving clubs and recognition will bring expectations of major giving rather than just annual giving.

ADDITIONAL OBSERVATIONS

Feasibility - Campaign recommendations tie to one overarching goal: **Growing capital and sustainable funding for LHM**. It is suggested that a PowerPoint deck would be created to outline the theme, rationale, approach, opportunities and timing of a campaign as the first step in implementation.

Tasks - For all categories of fundraising need to be clearly defined, and tasks should be grouped in logical fashion for fundraising whether major gifts, grants, outreach events or other. Ongoing discussions of key funding opportunities should be a part of meetings with the board and/or staff. The goal is to establish fundraising as part of the culture whether it is about event opportunities, gift prospecting, or donor stewardship. A formalized process that allows for a minimum of bi-weekly strategizing, brainstorming, outreach and debriefing should take place.

Staff - In order to achieve the goals of the campaign, LHF needs fundraising assistance whether full-time, part-time or contract. This expertise includes: foundation relations, grassroots fundraising, major donor stewardship, gift policies and related “back-end” process. These strategies would complement an overall campaign and toward the larger campaign goal, in particular growing the database and donor rolls as time progresses.

Board - The board should have top donors and top prospects assigned to them for cultivation, solicitation and stewardship. Each board member is also expected to give a gift to the campaign. Outreach should continue to uncover each person’s strongest interest, angle and relationships in order to gain ownership over the prospect list on a targeted, individualized effort.

Information flow

Documentation of gifts, relationships, meetings, moves management (identification, cultivation, pre-solicit, solicit, steward) need to be a key part of the campaign. Such information must be accessible and discernable for board, volunteers and staff for purposes of strategy. Ongoing enhancement of this will lead to actual goals and individual solicitation plans for the top 10, 25 and 100 prospects (individual, foundation and corporations).

PLANNING – NEXT STEPS

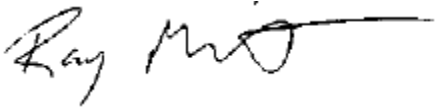
1. **Confirm the actual goal and phasing of project.**
 - a. Begin to conceptualize numbers and timing in context of a comprehensive multi-year pledge campaign. Multi-year pledges creates a larger, visionary dollar campaign that will carry some weight with foundations and individual donors – as well as corporate partners.
 - b. **Major and leadership gifts should be top priority** at the start of the campaign in order to know how much the grassroots and annual funds per year would be needed.
2. Create a **campaign case for support and PowerPoint deck**. LHM has strong messaging, and a fundraising campaign can both complement and advance the message platform and values proposition that are so powerful.
3. Grow a **campaign committee** to include non-board corporate partners, campaign champions, and Louisville leaders in education, entrepreneurship, business, and more.
4. Begin **identifying, rating and assigning donors** for direct cultivation, solicitations and stewardship.

IMPLEMENTATION – NEXT STEPS

1. Further the **research and review of actual donor names** and bring the categorized donors into a temporary database/spreadsheet that pulls together the top donors and prospects based on recommended subgroups.
2. Begin process of **one-on-one board/staff conversations** to build prospect pool based on initial ideas unveiled during feasibility interviews.
3. Begin streamlining messages, outcomes and value of investment into a **packet of documents for fundraising purposes**. Included are giving opportunities, recognition clubs, case statement and naming opportunities.
4. Establish a schedule of **campaign committee meetings** and begin them.
5. Plot a strategy for outreach of **top 25 donors/prospects** that has leadership assigned to individuals with specific next steps.
6. Begin **scheduling visits or conversations** with targeted donors and partners including foundation program officers.

RDM Communications would like to thank the individuals who participated in the process of this study. In particular we recognize the roles and leadership of City Council, Historical Commission, Library and Museum staff, and Foundation board. This study is qualitative assessment and should not constitute actual projections or fact.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ray Merenstein", with a long horizontal flourish extending to the right.

Ray Merenstein, President
RDM Communications

SUBJECT: DISCUSSION/DIRECTION/ACTION – MCCASLIN AREA
DEVELOPMENT STUDY RFP

DATE: MAY 15, 2018

PRESENTED BY: AARON DEJONG, ECONOMIC DEVELOPMENT
ROBERT ZUCCARO, PLANNING AND BUILDING SAFETY
DIRECTOR

SUMMARY:

City Council at their April 3, 2018 meeting directed staff to prepare a Request for Proposals (RFP) for a Development Study to;

- Understand the McCaslin area's potential for retail and commercial development and supportive uses that could foster new investment and development,
- Review the rules and regulations upon properties in the area that may be limiting its full potential for redevelopment,
- Understand and incorporate the property owner's, tenant's and public's input into development and redevelopment options for the area,
- Evaluate various development scenarios that meet market potential and satisfy positive fiscal benefits for the City, and
- Provide recommendations to create more certainty for the development community that encourages redevelopment.

Staff is seeking Council direction to;

- 1) Approve the attached RFP, and
- 2) Select 1-2 City Council members to sit on the review team with staff when consultant responses are received.

BACKGROUND:

The property located at 550 South McCaslin Boulevard encompasses approximately 13.16 acres in the McCaslin Boulevard area of Louisville and was formerly occupied by a Sam's Club facility. The property has been mostly vacant since the store's closing in early 2010 and currently has two tenants, Ascent Church and Low Cost Furniture.

City Council approved an Urban Renewal Plan on September 1, 2015 to allow Urban Renewal tools to be used to encourage a redevelopment of 550 S. McCaslin Blvd. The Urban Renewal Plan states the objective is to alleviate the conditions of blight by encouraging private redevelopment that will in turn encourage the development and redevelopment and avoid underutilization of other properties in the vicinity.

More specifically, as stated in the 550 S. McCaslin Urban Renewal Plan, the objectives for the Plan include the following:

- Create a retail rich environment where area businesses and residents can be successful.
- Re-tenant or redevelop the Property.
- Increase retail activity by encouraging occupancy of the Property

The Urban Renewal Plan did not authorize the use of Tax Increment Financing to create a funding source to address blighting factors.

The Louisville Revitalization Commission (LRC) and the City of Louisville released a joint Request for Proposal (RFP) in 2016 for a retail redevelopment of the site. One proposal was received from Seminole Land Holding, LLC and Centennial Valley Investments, LLC, the current owner of the property, to construct a King Soopers Marketplace on the property. The parties were negotiating a Development Agreement to facilitate the King Soopers redevelopment until the project was put on hold in 2017.

City Council at their April 3, 2018 meeting directed staff prepare a Request for Proposals (RFP) to engage a real estate consultant to assist with the creation of a development study for a subarea of the McCaslin Corridor which makes up properties bounded by McCaslin Boulevard on the west, Cherry Street on the north, Dahlia St. on the east, and Dillon Road on the south.

DISCUSSION:

The Attached RFP to engage a real estate consultant is to analyze and identify opportunities for the McCaslin commercial area to encourage retail vibrancy, commercial health, and a desirable place for the community to gather.

The goals of the Study are to;

- Understand the McCaslin area's potential for retail and commercial development and supportive uses that could foster new investment and development,
- Review the rules and regulations upon properties in the area that may be limiting its full potential for redevelopment,
- Understand and incorporate the property owner's, tenant's and public's input into development and redevelopment options for the area,
- Evaluate various development scenarios that meet market potential and satisfy positive fiscal benefits for the City, and
- Provide recommendations to create more certainty for the development community that encourages redevelopment.

The process and final recommendations should take into account the following principles that are of importance to the City of Louisville and Louisville City Council:

- Understand market trends and market supported development scenarios that ensure the corridor continues to serve as the City's primary retail sales tax base.
- Identify and evaluate development restrictions and regulatory and policy barriers to redevelopment and investment in the corridor.

- Ensure sustainable long-term fiscal balance and economic development of the McCaslin corridor.
- Reflect residents' desired community character for the corridor in evaluation of development scenarios and study recommendations.

The main work items the consultant must perform include (additional information is available in the RFP);

- 1) Identify the Area's position in the retail, commercial, and residential real estate
- 2) Review the rules and regulations upon properties in the area that may be limiting its full potential for redevelopment
- 3) Understand and incorporate the public's input into desired investment and redevelopment in the Area
- 4) Evaluate various development scenarios that meet market potential and satisfy positive fiscal benefits for the City
- 5) Develop recommendations to encourage greater utilization and/or redevelopment

The RFP timeline proposed for the project envisions the following;

May 16, 2018 – Release RFP

May 30, 2018 – Voluntary informational meeting for interested consultants

June 8, 2018 – Proposals due

June 2018 – Review proposals; select desired consultant

July 2018 – Approve contract and commence study

October 2018 – Receive final study and recommendations.

FISCAL IMPACT:

City Council will need to allocate funding for a McCaslin area market study if desired. Staff estimates a comprehensive analysis to cost \$50,000. Staff will include this allocation in a future budget amendment.

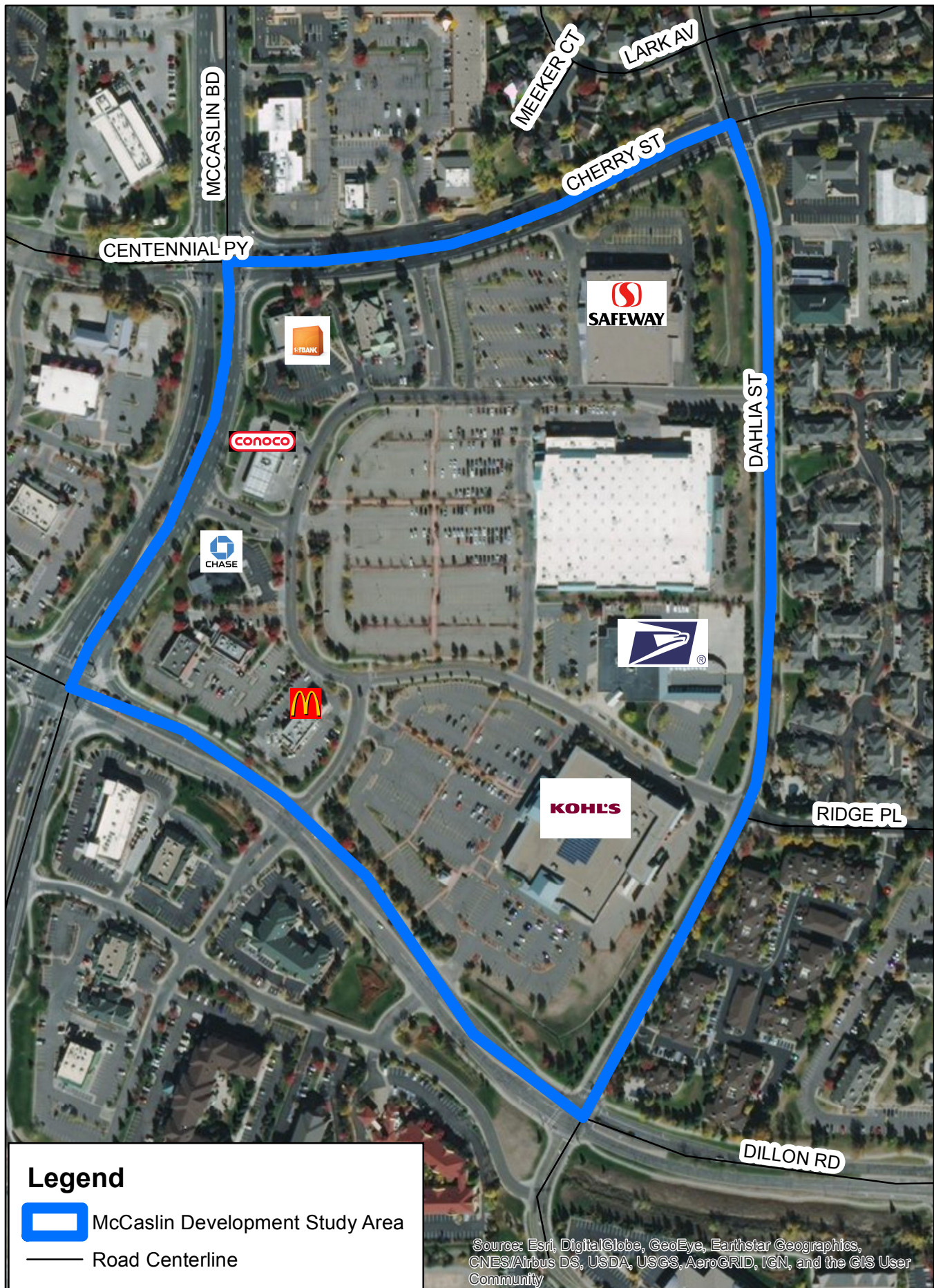
RECOMMENDATION:

Staff recommends City Council approve the release of the attached RFP for the McCaslin Area Development Study. Staff also recommends City Council select 1-2 council members to sit on the RFP review team with city staff.

ATTACHMENTS:

- 1) McCaslin Area Development Study Map
- 2) McCaslin Area Development Study Request for Proposals
- 3) Staff Presentation

McCaslin Development Study Area





REQUEST FOR PROPOSALS FOR City of Louisville McCaslin Area Development Study

INTRODUCTION

The City of Louisville is accepting proposals from qualified development consulting firms to create a McCaslin Area Development Study for the City. Please review the following pages for complete information on the request for proposal process.

Overview of timeline and proposal format:

- Four (4) copies of each proposal shall be submitted per the RFP and one PDF on a USB drive.
- **The City of Louisville will receive proposals in response to this RFP until 2:00 pm, MST on June 8, 2018.** Proposals received after that time will not be reviewed. Proposals must be in a sealed envelope plainly marked with the project name “City of Louisville McCaslin Area Development Study RFP”, and shall be addressed as follows:

Aaron DeJong, Economic Development
City of Louisville
749 Main Street
Louisville CO 80027
- **Voluntary pre-proposal meeting** on May 30, 2018 at 1:00 p.m. in the City Council Chambers in Louisville City Hall, 749 Main Street, Louisville.
- Interviews of applicants selected by the City for an interview beginning the week of June 18, 2018.
- Anticipate final selection the week of June 25, and contract approval in early July, 2018.

REQUEST FOR PROPOSALS FOR McCaslin Area Development Study

Section 1. Overview of Request

The McCaslin Area Development Study is an effort to identify opportunities for the McCaslin commercial area to encourage retail vibrancy, commercial health, and a desirable place for the community to gather. The City's goals for the Study are to;

- Understand the McCaslin area's potential for retail and commercial development and supportive uses that could foster new investment and development,
- Review the rules and regulations upon properties in the area that may be limiting its full potential for redevelopment,
- Understand and incorporate the property owner's, tenant's and public's input into development and redevelopment options for the area,
- Evaluate various development scenarios that meet market potential and satisfy positive fiscal benefits for the City, and
- Provide recommendations to create more certainty for the development community that encourages redevelopment.

Ensuring a vibrant McCaslin area retail corridor is vital to the long term fiscal health of the City. A thoughtful mix of real estate options that fosters quality long-term tenants and encourages residents and visitors to enjoy the area is necessary for the area to remain viable.

The City is seeking a consultant to assist with the creation of a development study for a subarea of the McCaslin Corridor which makes up properties bounded by McCaslin Boulevard on the west, Cherry Street on the north, Dahlia St. on the east, and Dillon Road on the south (the "Area"). The Area has one notable property at 550 S. McCaslin that has been either vacant or used for non-retail uses since 2010. The property was initially developed as a Louisville Sam's Club location and closed in January 2010. The community desires the Area to regain its vibrancy and provide lasting contributions to the City's economic and fiscal health.

The City expects that the consultant team will include expertise in private commercial development, knowledge of market trends, as well as public outreach and facilitation skills. The selected consultant team will be expected to conduct research and analysis, propose policy and public assistance options, conduct input sessions, and prepare graphics to demonstrate issues, opportunities and needs.

City staff, along with the consultant, will help coordinate and facilitate property owner, tenant, and neighborhood engagement efforts, as well as City Council input and involvement. Staff will provide guidance on the development of the outreach plan, and can assist with coordination of engagement efforts if necessary.

The process and final recommendations should take into account the following principles that are of importance to the City of Louisville and Louisville City Council:

- Understand market trends and market supported development scenarios that ensure the corridor continues to serve as the City’s primary retail sales tax base.
- Identify and evaluate development restrictions and regulatory and policy barriers to redevelopment and investment in the corridor.
- Ensure sustainable long-term fiscal balance and economic development of the McCaslin corridor.
- Reflect residents’ desired community character for the corridor in evaluation of development scenarios and study recommendations.

Questions regarding the proposal can be directed to:

<p>Aaron DeJong Economic Development 303-335-4531 aarond@louisvilleco.gov</p>	OR	<p>Rob Zuccaro Planning and Building Safety 303-335-4590 rzuccaro@louisvilleco.gov</p>
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Timeline – The City hopes to complete the study within an approximate 4-6 month period, with work beginning in July of 2018 and final plan completion in early October 2019. The proposals should include a timeline from the initial contract date to completion.

Budget – The overall project budget is \$50,000. The proposal should include an outline of expected expenditures by function/task. If elements of the proposed scope of work are expected to exceed budget, applicants should include details about scaling the scope of the project to meet the budget, and/or the cost for elements outside the proposed budget.

Project Area – The McCaslin Area Development Study will apply to a subarea of the McCaslin Corridor. The area is bounded by McCaslin Boulevard on the west, Cherry Street on the north, Dahlia St. on the east, and Dillon Road on the south (the “Area”).

Section 2. Scope of Work

The scope of services should aim to incorporate the functions listed below, and provide a detailed outline of the project process, a project schedule/timeline, a description of project expenditures by task, and which person/firm(s) or City staff would complete each task. The functions below are not displayed in order of priority or suggested process/timeline. A proposed timeline and deliverables are provided below, however the City would like to obtain input from the consultant regarding the appropriateness of the timeline and deliverables as they relate to the process proposed by the consultant.

1) Identify the Area’s position in the retail, commercial, and residential real estate markets

- a) Perform a Market Study for the Area. It should include:
 - i) Review of the trade area and its relative characteristics
 - ii) Economic and demographic trends
- b) Develop an absorption schedule for various land uses based on market conditions

- c) Identify opportunities the area can seize to entice investment in the corridor and redevelopment of underutilized properties
- 2) Review the rules and regulations upon properties in the area that may be limiting its full potential for redevelopment**
 - a) Review all zoning, comprehensive plan, small area plan, general development plan, private restrictions, buildings, and development pattern for the Area
 - b) Identify the challenging components of the regulatory and guidance documents described above
- 3) Understand and incorporate the public's input into desired investment and redevelopment in the Area**
 - a) Seek input from property owners, tenants, and nearby residents
 - b) Utilize input to develop the various development scenarios
- 4) Evaluate various development scenarios that meet market potential and satisfy positive fiscal benefits for the City**
 - a) Develop four (4) market-supported development scenarios utilizing the Market Study, public input, and development expertise to
 - b) Evaluate each development scenario as to their financial viability by developing a pro forma for each scenario. Such pro forma should be influenced by;
 - i) Construction cost estimates for each use and type of building on a per square footage basis
 - ii) Cost of funds (lender, private capital, other)
 - iii) Estimated revenue by land use category
 - iv) Absorption schedules for the various land uses
 - v) Fiscal impact to City
 - vi) Other influences as determined by Contractor
- 5) Provide recommendations for an overall development strategy for the Area**
 - a) Develop recommendations to encourage greater utilization and/or redevelopment, including site specific recommendations as appropriate
 - b) Identify opportunities and/or needs for public participation or partnership to achieve the development recommendation

Section 3. Deliverables

This section includes a conceptual timeline and examples of deliverables that the City would expect throughout the process. The applicant may offer an alternate process and timeline, with associated deliverables, for consideration in its response to this RFP.

- 1) June 2018: McCaslin Development Study Proposal
 - Establish contract, define communication and oversight structure with staff, design stakeholder input strategy, and outline timeline/process for project.

Deliverables: Meet with staff and agree to timeline, process and community engagement strategy. Take to Council for review. Sign contract.

- 2) July - August 2018: Review plans, gather data, obtain input

Deliverable: Summary of data and analysis from completion of Items 1, 2, and 3 from the Scope of Work. Present findings to City Council.

- 3) August - September 2018: Prepare development scenarios and assess adequacy of existing system to address current and future needs, and identify gaps.

Deliverable: Report to City Council and city staff on the 4 draft development scenarios to be further analyzed for market viability and city fiscal impact.

- 4) October 2018: Presentation to City Council of findings, recommendations, and next steps.

Deliverables: Final Report and Presentation to City Council. To include recommendations and opportunities for public participation and/or partnership.

Section 4. Proposal Format

Proposal Content

1. Cover letter

- Include the project number and project location
- Include a certification that the information and data submitted are true and complete to the best knowledge of the individual signing the letter. City of Louisville requires an original signature signed in ink, by the individual applicant or representative of the firm fully authorized to submit proposals and sign contracts on the firm's behalf. The letter shall contain a statement to that effect.
- Include the name, email address, and telephone number of the individual to contact regarding the proposal.
- In addition, the City requires signature on the attached pre-contract certification to be submitted with your proposal.

2. Project Team and Scope of Services

- Identify your project principal or lead, project manager, other key staff and sub-contractors or consultants.
- Provide a brief discussion of the firm's size, the team's qualifications, staff duration with the firm and firm's experience as it relates to the project.
- Provide a brief description of how your team would complete the required tasks.
- Provide a scope of work including how the project will be completed and a timeline of completion. If you have alternative recommendations to the proposed process included in this RFP, you may include that as "alternative process" and include it in your scope of work. Please include this as a separate element in your scope of work.
- Include the level of involvement and availability of key staff members within existing project workload.

3. Project Qualifications

- Share a description of any previous, similar work completed within the past five years. Include a name, telephone number and email address of the agencies'

project manager for each project listed, and describe your role with the projects listed. Demonstrate your firm's ability to control costs, meet schedules and deadlines, and provide quality work based on these past projects.

- Provide examples of completed similar studies with a description of the process used to develop the documents.
- Share any unique or special knowledge or experience as it relates to the project.

4. Fee Proposal

- Provide a breakdown of costs including all insurances, labor and incidentals required to complete the work.
- If elements of the proposal are expected to exceed budget, provide details about how the project may be scaled or scoped to remain within budget, or the cost estimates for elements outside the proposed budget.

Section 5. Standard Terms and Conditions

A copy of the City's standard contract is attached. When preparing a proposal for submission in response to this RFP, contractors should be aware of the following terms and conditions which have been established by the City of Louisville:

- This request for proposals is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting proposals. The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.
- The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
- The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City.
- The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
- All submittals become the property of the City, a matter of public record, and will not be returned. Proprietary information included in the submittals must be clearly identified and will be protected if possible. The City is not liable for any costs incurred prior to issuance of a legally executed contract and/or purchase order.

Section 6. Evaluation Criteria

The following criteria will be used to evaluate all proposals:

- The contractor's interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Louisville.
- The applicant's experience with completing similar plans and the public engagement process.
- The reputation, experience, and efficiency of the contractor.
- The ability of the contractor to provide quality services within time and funding constraints. However, cost is not a mandatory evaluation criterion.
- The general organization of the proposal: Special consideration will be given to submittals which are appropriate, address the goals, and provide in a clear and concise format the requested information.
- Such other factors as the City determines are relevant to consideration of the best interests of the City.

Thank you, we look forward to reviewing your proposal.

City of Louisville Public Services Contract Addendum Prohibition Against Employing Illegal Aliens

Prohibition Against Employing Illegal Aliens. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract. Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract.

Contractor will participate in either the E-verify program or the Department program, as defined in C.R.S. § 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services. Contractor is prohibited from using the E-verify program or the Department program procedures to undertake pre-employment screening of job applicants while this contract is being performed.

If Contractor obtains actual knowledge that a subcontractor performing work under this contract for services knowingly employs or contracts with an illegal alien, Contractor shall:

- a. Notify the subcontractor and the City within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
- b. Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to this paragraph the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Contractor shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

If Contractor violates a provision of this Contract required pursuant to C.R.S. § 8-17.5-102, City may terminate the contract for breach of contract. If the contract is so terminated, the Contractor shall be liable for actual and consequential damages to the City.

Pre-Contract Certification in Compliance with C.R.S. Section 8-17.5-102(1)

The undersigned hereby certifies as follows:

That at the time of providing this certification, the undersigned does not knowingly employ or contract with an illegal alien; and that the undersigned will participate in the E-Verify program or the Department program, as defined in C.R.S. § § 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform under the public contract for services.

Proposer:

By _____

Title: _____

Date

DISCLOSURE STATEMENT

Vendor must disclose any possible conflict of interest with the City of Louisville including, but not limited to, any relationship with any City of Louisville elected official or employee. Your response must disclose if a known relationship exists between any principal of your firm and any City of Louisville elected official or employee. If, to your knowledge, no relationship exists, this should also be stated in your response. Failure to disclose such a relationship may result in cancellation of a contract as a result of your response. This form must be completed and returned in order for your proposal to be eligible for consideration.

NO KNOWN RELATIONSHIPS EXIST _____

RELATIONSHIP EXISTS (Please explain relationship)

I CERTIFY THAT:

1. I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein are accurate and true as of the date; and
2. My organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.

Printed or Typed Name

Title

Signature

STANDARD DRAFT CONTRACT

AN AGREEMENT BY AND BETWEEN THE CITY OF LOUISVILLE AND _____ FOR CONSULTING SERVICES

1).0 PARTIES

The parties to this Agreement are the **City of Louisville**, a Colorado home rule municipal corporation, hereinafter referred to as the “City”, and _____, a _____, hereinafter referred to as the “Consultant”.

2).0 RECITALS AND PURPOSE

- a) The City desires to engage the Consultant for the purpose of providing _____ services as further set forth in the Consultant’s Scope of Services (which services are hereinafter referred to as the “Services”).
- b) The Consultant represents that it has the special expertise, qualifications and background necessary to complete the Services.

3).0 SCOPE OF SERVICES

The Consultant agrees to provide the City with the specific Services and to perform the specific tasks, duties and responsibilities set forth in Scope of Services attached hereto as Exhibit “B” and incorporated herein by reference.

4).0 COMPENSATION

- a) The City shall pay the Consultant for services under this agreement a total not to exceed the amounts set forth in Exhibit “C” attached hereto and incorporated herein by this reference. [Further revise as needed to reflect whether contract is hourly or flat amount]. The City shall pay mileage and other reimbursable expenses (such as meals, parking, travel expenses, necessary memberships, etc.) which are deemed necessary for performance of the services and which are pre-approved by the City Manager. The foregoing amounts of compensation shall be inclusive of all costs of whatsoever nature associated with the Consultant’s efforts, including but not limited to salaries, benefits, overhead, administration, profits, expenses, and outside consultant fees. The Scope of Services and payment therefor shall only be changed by a properly authorized amendment to this Agreement. No City employee has the authority to bind the City with regard to any payment for any services which exceeds the amount payable under the terms of this Agreement.
- b) The Consultant shall submit monthly an invoice to the City for Services rendered and a detailed expense report for pre-approved, reimbursable expenses incurred during the previous month. The invoice shall document the Services provided during the preceding

month, identifying by work category and subcategory the work and tasks performed and such other information as may be required by the City. The Consultant shall provide such additional backup documentation as may be required by the City. The City shall pay the invoice within thirty (30) days of receipt unless the Services or the documentation therefor are unsatisfactory. Payments made after thirty (30) days may be assessed an interest charge of one percent (1%) per month unless the delay in payment resulted from unsatisfactory work or documentation therefor.

5).0 PROJECT REPRESENTATION

- a) The City designates _____ as the responsible City staff to provide direction to the Consultant during the conduct of the Services. The Consultant shall comply with the directions given by _____ and such person's designees.
- b) The Consultant designates _____ as its project manager and as the principal in charge who shall be providing the Services under this Agreement. [The Services shall not be provided by persons other than _____.] [or] [Should any of the representatives be replaced, particularly _____, and such replacement require the City or the Consultant to undertake additional reevaluations, coordination, orientations, etc., the Consultant shall be fully responsible for all such additional costs and services.]

6).0 TERM

The term of this Agreement shall be _____, 200__ to _____, 200__, unless sooner terminated pursuant to Section 13, below. The Consultant's services under this Agreement shall commence upon execution of this Agreement by the City and shall progress so that the Services are completed in a timely fashion consistent with the City's requirements.

7).0 INSURANCE

- a) The Consultant agrees to procure and maintain, at its own cost, the policies of insurance set forth in Subsections 7.1.1 through 7.1.4. The Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types. The coverages required below shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of services hereunder. The required coverages are:

7.1.1 Workers' Compensation insurance as required by the Labor Code of the State of Colorado and Employers Liability Insurance. Evidence of qualified self-insured status may be substituted.

- 7.1.2 General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall include the City of Louisville, its officers and its employees, as additional insureds, with primary coverage as respects the City of Louisville, its officers and its employees, and shall contain a severability of interests provision.
- 7.1.3 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE HUNDRED AND FIFTY THOUSAND DOLLARS (\$150,000) per person in any one occurrence and SIX HUNDRED THOUSAND DOLLARS (\$600,000) for two or more persons in any one occurrence, and auto property damage insurance of at least FIFTY THOUSAND DOLLARS (\$50,000) per occurrence, with respect to each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision. If the Consultant has no owned automobiles, the requirements of this paragraph shall be met by each employee of the Consultant providing services to the City of Louisville under this contract.
- 7.1.4 Professional Liability coverage with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate.
- 7.2 The Consultant's general liability insurance, automobile liability and physical damage insurance, and professional liability insurance shall be endorsed to include the City, and its elected and appointed officers and employees, as additional insureds, unless the City in its sole discretion waives such requirement. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by the Consultant. Such policies, with the exception of Workers Compensation and Professional Liability, shall contain a severability of interests provision. The Consultant shall be solely responsible for any deductible losses under each of the policies required above.
- 7.3 Certificates of insurance shall be provided by the Consultant as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the City. No required coverage shall be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the City. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.
- 7.4 Failure on the part of the Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate the contract, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City

shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

- 7.5 The parties understand and agree that the City is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., 10 C.R.S., as from time to time amended, or otherwise available to the City, its officers, or its employees.

8).0 INDEMNIFICATION

To the fullest extent permitted by law, the Consultant agrees to indemnify and hold harmless the City, and its elected and appointed officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the services hereunder, if such injury, loss, or damage is caused by the negligent act, omission, or other fault of the Consultant or any subcontractor of the Consultant, or any officer, employee, or agent of the Consultant or any subcontractor, or any other person for whom Consultant is responsible. The Consultant shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands. The Consultant shall further bear all other costs and expenses incurred by the City or Consultant and related to any such liability, claims and demands, including but not limited to court costs, expert witness fees and attorneys' fees if the court determines that these incurred costs and expenses are related to such negligent acts, errors, and omissions or other fault of the Consultant. The City shall be entitled to its costs and attorneys' fees incurred in any action to enforce the provisions of this Section 8.0. The Consultant's indemnification obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the City.

9).0 QUALITY OF WORK

Consultant's professional services shall be in accordance with the prevailing standard of practice normally exercised in the performance of services of a similar nature in the Denver metropolitan area.

10).0 INDEPENDENT CONTRACTOR

Consultant and any persons employed by Consultant for the performance of work hereunder shall be independent contractors and not agents of the City. Any provisions in this Agreement that may appear to give the City the right to direct Consultant as to details of doing work or to exercise a measure of control over the work mean that Consultant shall follow the direction of the City as to end results of the work only. **As an independent contractor, Consultant is not entitled to workers' compensation benefits except as may be provided by the independent contractor nor to unemployment insurance benefits unless unemployment compensation coverage is provided by the independent contractor or some other entity. The Consultant is obligated to pay all federal and state income tax on any moneys earned or paid pursuant to this contract.**

11).0 ASSIGNMENT

Consultant shall not assign or delegate this Agreement or any portion thereof, or any monies due to or become due hereunder without the City's prior written consent.

12).0 DEFAULT

Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default.

13).0 TERMINATION

- a) This Agreement may be terminated by either party for material breach or default of this Agreement by the other party not caused by any action or omission of the other party by giving the other party written notice at least thirty (30) days in advance of the termination date. Termination pursuant to this subsection shall not prevent either party from exercising any other legal remedies which may be available to it.
- b) In addition to the foregoing, this Agreement may be terminated by the City for its convenience and without cause of any nature by giving written notice at least fifteen (15) days in advance of the termination date. In the event of such termination, the Consultant will be paid for the reasonable value of the services rendered to the date of termination, not to exceed a pro-rated daily rate, for the services rendered to the date of termination, and upon such payment, all obligations of the City to the Consultant under this Agreement will cease. Termination pursuant to this Subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

14).0 INSPECTION AND AUDIT

The City and its duly authorized representatives shall have access to any books, documents, papers, and records of the Consultant that are related to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

15).0 DOCUMENTS

All computer input and output, analyses, plans, documents photographic images, tests, maps, surveys, electronic files and written material of any kind generated in the performance of this Agreement or developed for the City in performance of the Services are and shall remain the sole and exclusive property of the City. All such materials shall be promptly provided to the City upon request therefor and at the time of termination of this Agreement, without further charge or expense to the City. Consultant shall not provide copies of any such material to any other party without the prior written consent of the City.

16).0 ENFORCEMENT

- a) In the event that suit is brought upon this Agreement to enforce its terms, the prevailing party shall be entitled to its reasonable attorneys' fees and related court costs.
- b) Colorado law shall apply to the construction and enforcement of this Agreement. The parties agree to the jurisdiction and venue of the courts of Boulder County in connection with any dispute arising out of or in any matter connected with this Agreement.

17).0 COMPLIANCE WITH LAWS; WORK BY ILLEGAL ALIENS PROHIBITED

- 17.1 Consultant shall be solely responsible for compliance with all applicable federal, state, and local laws, including the ordinances, resolutions, rules, and regulations of the City; for payment of all applicable taxes; and obtaining and keeping in force all applicable permits and approvals.
- 17.2 Exhibit A, the "City of Louisville Public Services Contract Addendum-Prohibition Against Employing Illegal Aliens", is attached hereto and incorporated herein by reference. There is also attached hereto a copy of Consultant's Pre-Contract Certification which Consultant has executed and delivered to the City prior to Consultant's execution of this Agreement.

18).0 INTEGRATION AND AMENDMENT

This Agreement represents the entire Agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties.

19).0 NOTICES

All notices required or permitted under this Agreement shall be in writing and shall be given by hand delivery, by United States first class mail, postage prepaid, registered or certified, return receipt requested, by national overnight carrier, or by facsimile transmission, addressed to the party for whom it is intended at the following address:

If to the City:

City of Louisville
Attn: City Manager
749 Main Street
Louisville, Colorado 80027
Telephone: (303) 335-4533
Fax: (303) 335-4550

If to the Consultant:

Any such notice or other communication shall be effective when received as indicated on the delivery receipt, if by hand delivery or overnight carrier; on the United States mail return receipt, if by United States mail; or on facsimile transmission receipt. Either party may by similar notice given, change the address to which future notices or other communications shall be sent.

20).0 EQUAL OPPORTUNITY EMPLOYER

- a) Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability or national origin. Consultant will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, age, sex, disability, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Laws.
- b) Consultant shall be in compliance with the applicable provisions of the American with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.

In witness whereof, the parties have executed this Agreement to be effective as of the day and year of signed by the City.

CITY OF LOUISVILLE,
a Colorado Municipal Corporation

By: _____
Robert P. Muckle, Mayor

Attest: _____
Meredyth Muth, City Clerk

CONSULTANT:

By:_____

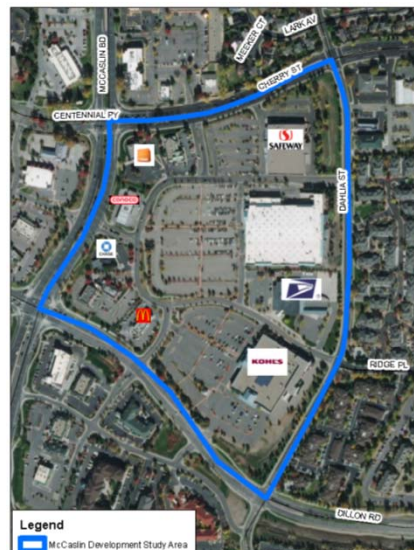
Title:_____

McCaslin Area Development Study RFP

Aaron DeJong
Rob Zuccaro

McCaslin Development Study

City Council directed staff on April 3, 2018 to develop an RFP for a McCaslin Area Development Study.



McCaslin Development Study



Guiding Principles

- Understand market trends and market supported development scenarios that ensure the corridor continues to serve as the City's primary retail sales tax base.
- Identify and evaluate development restrictions and regulatory and policy barriers to redevelopment and investment in the corridor.
- Ensure sustainable long-term fiscal balance and economic development of the McCaslin corridor.
- Reflect residents' desired community character for the corridor in evaluation of development scenarios and study recommendations.

McCaslin Development Study



Scope of Work

- Identify the Area's position in the retail, commercial, and residential real estate
- Review the rules and regulations upon properties in the area
- Understand and incorporate the public's input into desired investment and redevelopment in the area
- Evaluate various development scenarios that meet market potential and satisfy positive fiscal benefits for the City
- Develop recommendations to encourage greater utilization and/or redevelopment,

\$50,000 Recommended Budget

McCaslin Development Study



RFP timeline

- May 16, 2018 – Release RFP
- May 30, 2018 – Voluntary informational meeting for interested consultants
- June 8, 2018 – Proposals due
- June 2018 – Review proposals; select desired consultant
- July 2018 – Approve contract and commence study
- October 2018 – Receive final study and recommendations.

McCaslin Development Study



Action Requested:

1. Approve the McCaslin Development Study RFP
2. Select 1-2 council members to serve on RFP review team

SUBJECT: REGULATION OF DOOR-TO DOOR SOLICITATION

**RESOLUTION NO. 27, SERIES 2018 – A RESOLUTION
AUTHORIZING THE TEMPORARY SUSPENSION OF
ENFORCEMENT OF PARTS OF SECTION 5.06.020 OF THE
LOUISVILLE MUNICIPAL CODE CONCERNING DOOR-TO-DOOR
SOLICITATION**

**ORDINANCE NO.1759, SERIES 2018 – AN ORDINANCE
REPEALING AND REENACTING WITH AMENDMENTS
CHAPTER 5.06 OF THE LOUISVILLE MUNICIPAL CODE
REGARDING SOLICITORS AND VENDORS – 1ST READING –
SET PUBLIC HEARING 6/5/18**

DATE: MAY 15, 2018

**PRESENTED BY: HEATHER A. BALSER, CITY MANAGER
SAM LIGHT, CITY ATTORNEY**

DISCUSSION:

Attached are a proposed resolution and ordinance concerning door-to-door solicitors and vendors. Currently, Chapter 5.06 of the Louisville Municipal Code (LMC) includes a total ban on uninvited solicitors entering private premises or office buildings with an exemption for religious, charitable, school and civic organizations and for the solicitation of newspaper subscriptions, milk deliveries, trash collection services, or linen services.

In the time since the City adopted Chapter 5.06 in 2005, companies have occasionally objected to the City's total ban on door-to-door solicitation. There have also been developments in the case law on door-to-door solicitation, including a recent decision in the United States District Court for the District of Colorado striking down a time restriction on door-to-door solicitation enacted by the Town of Castle Rock. Such cases raise doubt over whether a total ban on door-to-door is constitutional.

The proposed resolution temporarily suspends enforcement of the LMC provisions that prohibit door-to-door solicitation. The resolution does not affect enforcement of the prohibition against solicitation when a "No Solicitation" or "No Trespassing" sign is posted or any of the other provisions in Chapter 5.06.

The proposed ordinance repeals and reenacts Chapter 5.06 of the LMC to permanently remove the total ban on door-to-door solicitation. It leaves in place the prohibition against solicitation when a "No Solicitation" or "No Trespassing" sign is posted as well the prohibition against solicitors knowingly making false or deceptive statements to obtain an invitation to visit private premises. It also carries forward the general

SUBJECT: REGULATION OF DOOR-TO-DOOR SOLICITATION**DATE: MAY 15, 2018****PAGE 2 OF 2**

prohibition against sales from or upon sidewalks, streets, parks and other public property without approval by the City Manager or her designee.

If City Council wants to consider other options for regulating door-to-door solicitors, including a registration requirement, the use of identification badges and/or City maintenance of a “no knock” or “do not solicit” list, staff can bring back revisions to the ordinance on second reading or at a later date by separate ordinance.

FISCAL IMPACT:

There may be staff time involved in responding to citizen inquiries about the change in the City’s ordinance on door-to-door solicitors.

RECOMMENDATION:

Approve Resolution No. 27, Series 2018 to temporarily suspend enforcement of parts of LMC Section 5.06.020 concerning door-to-door solicitation.

Approve Ordinance No. 1759, Series 2018 on first reading, send it out for publication, and set the public hearing for June 5, 2018.

If City Council wants to consider additional regulations on door-to-door solicitors, staff recommends Council either (1) proceed with the adoption of Ordinance No. 1759 as drafted and later consider a second ordinance with additional regulations, or (2) not adopt Ordinance No. 1759 and direct staff to prepare a revised ordinance.

ATTACHMENTS:

1. Resolution No. 27, Series 2018
2. Ordinance No. 1759, Series 2018

**RESOLUTION NO. 27
SERIES 2018**

**A RESOLUTION AUTHORIZING THE TEMPORARY SUSPENSION OF
ENFORCEMENT OF PARTS OF SECTION 5.06.020 OF THE LOUISVILLE MUNICIPAL
CODE CONCERNING DOOR-TO-DOOR SOLICITATION**

WHEREAS, by Ordinance No. 1461-2005 adopted December 6, 2005, the City Council enacted Chapter 5.06 of the Louisville Municipal Code regarding the regulation of peddlers, solicitors and vendors; and

WHEREAS, said regulations included a prohibition on door-to-door solicitation with exemptions for certain types of activities as set forth in subsections A through D of Section 5.06.020 of the Louisville Municipal Code; and

WHEREAS, since the adoption of Ordinance No. 1461-2005, there have been developments in the case law on door-to-door solicitation, including a recent decision in the United States District Court for the District of Colorado enjoining a time restriction on door-to-door solicitation enacted by the Town of Castle Rock; and

WHEREAS, in light of such developments, City Council desires to temporarily suspend enforcement of subsections A through D of Section 5.06.020 of the Louisville Municipal Code in order to give City Council time to consider possible amendments to Section 5.06.020; and

WHEREAS, City Council finds that the suspension of enforcement activities described herein is in the best interests of the City and its citizens;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF LOUISVILLE, COLORADO:**

1. There is hereby imposed a temporary suspension of the enforcement of subsections A through D of Section 5.06.020 of the Louisville Municipal Code concerning door-to-door solicitation.

2. The temporary suspension of subsections A through D of Section 5.06.020 of the Louisville Municipal Code shall not affect the enforcement of any other provision of Chapter 5.06, including the prohibition against all solicitation when a “No Solicitation” sign or “No Trespassing” sign is posted.

PASSED AND ADOPTED this 15th day of May, 2018.

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

**ORDINANCE NO. 1759
SERIES 2018**

**AN ORDINANCE REPEALING AND REENACTING WITH AMENDMENTS
CHAPTER 5.06 OF THE LOUISVILLE MUNICIPAL CODE REGARDING
SOLICITORS AND VENDORS**

WHEREAS, the City Council desires to replace the City's existing regulations concerning solicitors and vendors with new solicitor and vendor regulations; and

WHEREAS, for such purpose the City Council desires to repeal and reenact with amendments Chapter 5.06 of the Louisville Municipal Code.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. Chapter 5.06 of the Louisville Municipal Code is hereby repealed and reenacted with amendments to read as follows:

Chapter 5.06

SOLICITORS AND VENDORS

- Sec. 5.06.010. Purpose of provisions.
- Sec. 5.06.020. All solicitations prohibited by posting of "No Solicitation" or "No Trespassing" sign.
- Sec. 5.06.030. Attempt to obtain invitation.
- Sec. 5.06.040. Sales on public property.
- Sec. 5.06.050. Violation; penalty.

Sec. 5.06.010. Purpose of provisions.

The purpose of this chapter is to protect the health, safety and welfare of the citizens and residents of the city through regulation and appropriate prohibitions of certain activities of solicitors and vendors.

Sec. 5.06.020. All solicitations prohibited by posting of "No Solicitation" or "No Trespassing" sign.

No person shall enter or remain upon any public or private premises or in any office building in the city, not having been requested or invited by the occupant thereof, for the purpose of soliciting the immediate or future purchase or sale of goods, services, or any other thing of value, or for the purpose of soliciting any gift or donation, when a "No Solicitation" sign or "No Trespassing" sign is posted at or near the entrance to such premise. This section shall apply to all solicitations, including without limitation, those that are by a religious, charitable,

school or civic organization, or other organization eligible for exemption under Section 501(c) of the Internal Revenue Code.

Sec. 5.06.030. Attempt to obtain invitation.

No person shall attempt to obtain, by telephone or otherwise, an invitation to visit any private residence or other private premises for the purpose of soliciting the purchase or sale of goods, services, or any other thing of value, by knowingly making a false or deceptive representation or statement.

Sec. 5.06.040. Sales on public property.

No person shall sell or offer for sale any goods, services, or any other thing of value from or upon any street, alley, sidewalk, park, or property owned or controlled by the public or by the city, except as may be authorized by the city council or its designee. The city council shall have the power to grant the privilege of conducting the activities described in this section pursuant to request, competitive bid, or otherwise as the council may from time to time determine. Such privilege shall be upon such terms and conditions as the city council deems appropriate to avoid an excess of vendors, derive revenue for the city, address public health and safety concerns, and to serve the public need. The city council delegates to the city manager or the manager's designee the power to act on behalf of the city council in granting the above privileges, subject to the same terms and restrictions set forth above.

Sec. 5.06.050. Violation; penalty.

Any person who violates any provision of this chapter shall be guilty of a municipal offense, punishable as provided in section 1.28.010 of this code. Each and every day during any portion of which any violation of any provision of this chapter is committed, continued, or permitted by any such person shall be deemed a separate offense.

Section 2. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 3. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 4. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

**INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED
PUBLISHED this 15th day of May, 2018.**

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

APPROVED AS TO FORM:

Light | Kelly, P.C.
City Attorney

**PASSED AND ADOPTED ON SECOND AND FINAL READING, this 5th day of
June, 2018.**

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk